

# **MEETING OF THE BOARD OF TRUSTEES**

**OF THE**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY  
(Mastic Recreation Center)**

**November 27, 2023**

**7:00 PM**

## **AGENDA**

- I. CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
  
PERIOD OF PUBLIC EXPRESSION**
- II. APPROVAL OF MINUTES**
- III. SCHEDULE OF CLAIMS**
  - 1. OPERATING FUND**
- IV. FINANCIAL REPORTS**
- V. DIRECTOR'S REPORT**
- VI. ASSISTANT DIRECTOR'S REPORT**
- VII. BUSINESS MANAGER'S REPORT**

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

A. DEPARTMENT REPORTS

- 1. ADULT SERVICES
- 2. CHILDREN'S & PARENTS SERVICES
- 3. TEEN SERVICES - PRESENTATION
- 4. C R S
- 5. LITERACY SERVICES
- 6. DIGITAL SERVICES
- 7. INFORMATION TECHNOLOGY

B. PERSONNEL

- 1. RECOMMENDED CHANGES

C. CONTRACTS / RENEWALS

D. AWARDING OF BIDS

E. SCLS BUDGET - 2024

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X. EXECUTIVE SESSION

XI. ADJOURNMENT

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The next regularly scheduled meeting of the Board of Trustees is:

**December 18, 2023 @ 7:00PM**

**DRAFT**  
**UNAPPROVED**

**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY  
(MASTIC RECREATION CENTER)**

**MINUTES OF OCTOBER 30, 2023 BOARD MEETING**

Trustee Maiorana called the meeting to order at 6:58 pm.

**CALL TO ORDER**

Present were Trustees Maiorana, Gross, Dubois and Furnari, Director Rosalia, Assistant Director D’Amato, Business Manager Nowak and Secretary Stirber. Mark Grossman, Chris Barletta from Sandpebble, and Rick Wiedersum of H2M Architects attended as guests. Victor Canseco attended via teleconference.

**PRESENT**

**PERIOD OF PUBLIC EXPRESSION**

Motion by Furnari, second by Dubois, to accept the minutes of the September 26, 2023 regular meeting of the Board of Trustees. Carried 4-0.

**APPROVAL OF  
MINUTES**

Motion by Gross, second by Dubois, to accept the minutes of the October 6, 2023 special meeting of the Board of Trustees. Carried 4-0.

Motion by Furnari, second by Gross, to approve the following Operating Fund Schedule of Claims dated October 30, 2023. Carried 4-0.

**SCHEDULE OF  
CLAIMS**

Motion by Dubois, second by Furnari, to approve the Operating Financial Report for September 2023. Carried 4-0.

**FINANCIAL  
REPORTS**

Motion by Gross, second by Furnari, to approve the Capital Fund Financial Report for September 2023. Carried 4-0.

Ms. Rosalia reported to the Board that a grant application was submitted on our behalf and we were approved to receive the amount of \$200,000 for NYS Consolidated Funding. The Director also reported that Friends of the Arts and the Community Family Literacy Project are in the process of registering in the NYS Grants Gateway. Once the registration is complete they will be eligible to apply for grants as well. In addition, the Director is happy to report that we received a NYS Construction Grant in the amount of \$380,250. Ms. Rosalia reported that the folding glass partitions for the meeting rooms in the branches are being fine-tuned and will be available for use as study or tutoring space and also the Board meetings can be held in that space soon. The Director reported that department heads are reviewing the furniture plan for the Main Library. The IT and electrical wiring plans and outlet locations are being finalized as well as for the specific work spaces. In addition, the Director reported that H2M has spent time working on the plans for the café and they are reviewing the requirements of the Suffolk County Health Department. The Director reported that she recently had a conversation with Legislator Mazzearella concerning the possibility of a Farmer's Market in cooperation with the Suffolk County Cooperative at the Mastic Beach Branch on Sundays before the library opens. This would be in addition to the Moriches Community Garden and it all relates to food education and scarcity. The Director continued with her report speaking about the project presented by Maggie Hua. Her story has captivated the attention of many and she will be part of an ad to be put together with SCLS and presented in Albany showing what libraries can do. There will be a press conference presenting this in full detail sometime in December. The Director also had a strategic meeting with Lindsay Davis and there are currently over 450 participants in the program. There is an endless need in this area.

**DIRECTOR**

Ms. D'Amato reported to the Board that the departments have been busy this Fall attending many school events. She reported that on the 21<sup>st</sup> we recently attended Meet the Teacher Night at six schools. There were 1,587 library card sign ups and this process is going smoothly. The Teen Department is active in the middle schools and she is pleased to report that it is developing into a great partnership. Adult also has been promoting specialized programs such as Pet Art and also a program by Shirley Feed, a local business with a history in the community. It has been great to get local businesses involved. The department heads are working on their strategic plans for next year. Lorraine Squires and Steve Burg are working on purchasing new software for room booking and also patron program sign-up. The sun is setting on the software we have been using and we want to make sure we are set to go well in advance.

**ASSISTANT  
DIRECTOR**

Mr. Nowak reported that he is pleased to announce that Kathi Bertos is now a full-time Principal Account Clerk in the Business Office. The Business Manager informed the Board that we are attending training for the final stage of moving to enhanced reporting for the NYS Retirement System. In addition, he informed the Board that Empower is now the successor to Prudential, taking over their retirement business. This is one of the 403(b) options for staff. Mr. Nowak reported we are still working on resolving waste management and plumbing issues. Lastly, he informed the board that the paint bid for the Main Library would be opened this Thursday.

**BUSINESS  
MANAGER**

Motion by Furnari, second by Dubois, to approve the CS-150 report with the Director's recommended personnel changes. Carried 4-0.

**PERSONNEL  
CHANGES**

1. NYS Consolidated Funding Application

**GRANTS**

Motion by Dubois, second by Furnari, to ratify the grant application submission to the Long Island Regional Economic Development Council for Empire State Development funding in the amount of \$400,000. Based on a successful grant award this grant will require an 80% match by the Library. Carried 4-0.

2. Suffolk County JumpSMART

Motion by Furnari, second by Gross, to ratify the grant application submission to the Suffolk County JumpSMART program in the amount of \$1,000,000. Carried 4-0.

Motion by Dubois, second by Gross, to award the flooring contract #09-6-050 to Preferred Construction, Inc. for the Main Library in the total amount of \$434,000. Alternate #1 acceptance pending approval of sample by architect/board. Carried 4-0.

**AWARDING OF  
BIDS**

Motion by Furnari, second by Dubois, to award the ceramic tile contract #09-3-013 to Milburn Flooring for the Main Library in the total amount of \$122,110 utilizing NYS Contract #PC69410. Carried 4-0.

Motion by Gross, second by Dubois, to award the millwork/built-ins contract #06-2-200 to WB Mason Company for the Main Library not to exceed the total amount of \$149,593.55 utilizing NYS Contract #PC6828. Carried 4-0.

Motion by Dubois, second by Furnari, to move into Executive Session at 8:19 pm to discuss a CSEA contractual issue. Carried 4-0.

**EXECUTIVE  
SESSION**

Motion by Gross, second by Dubois, to leave Executive Session at 8:46 pm. Carried 4-0.

Motion by Dubois, second by Furnari, to adjourn the meeting at 8:46 pm. Carried 4-0.

**ADJOURNMENT**

Respectfully submitted by,

Madeline Stirber

Madeline Stirber, Secretary

**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***OPERATING FUNDS FINANCIAL REPORTS***

**(PROFIT & LOSS OVERVIEW AND OPERATING ACCOUNTS)**

**OCTOBER 2023**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
 Operating Funds Monthly Report  
October 2023

PURPOSE	BALANCE FORWARD	DEPOSITS	DISBURSEMENTS	INTEREST	ENDING BALANCE
MONEY MARKET	\$ 5,322,959.46	\$ 386,906.34	\$ 612,171.93	\$ 14,727.99	\$ 5,112,421.86
CREDIT CARD M.M.	\$ 23,145.33	\$ 3,306.40	\$ 237.35	\$ 2.08	\$ 26,216.46
OPERATING	\$ 842,656.45	\$ 166,965.37	\$ 835,339.60	\$ 24.66	\$ 174,306.88
PAYROLL	\$ 32,579.35	\$ 445,206.56	\$ 454,217.59	\$ -	\$ 23,568.32
BOND REFERENDUM	\$ 5,007,239.37	\$ -	\$ 695,583.04	\$ 12,746.03	\$ 4,324,402.36
					<u>\$ 9,660,915.88</u>
				<b>TOTAL CASH</b>	<u><u>\$ 9,660,915.88</u></u>

BOT Meeting:  
 November 27, 2023



**MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY**

**Profit & Loss Budget Overview**

July through October 2023

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
2000 · PROPERTY TAX REVENUES	0.00	0.00	0.00	0.00	0.00	11,270,375.00	-11,270,375.00	0.0%
2082 · FINES AND FEES	52.77	230.84	137.07	134.51	555.19	3,000.00	-2,444.81	18.51%
2360 · CONTRACTS WITH OTHER LIBR.	0.00	127,281.19	0.00	0.00	127,281.19	150,000.00	-22,718.81	84.85%
2401 · INTEREST	40,213.99	39,854.99	30,136.43	27,498.68	137,704.09	80,000.00	57,704.09	172.13%
2650 · SALES OF EXCESS MATERIAL	2.00	8.50	25.60	5.00	41.10			
2671 · FEDERAL & STATE GRANTS	0.00	0.00	380,250.00	0.00	380,250.00			
2701 · REFUNDS	0.00	0.00	0.00	2,137.25	2,137.25			
2705 · GIFTS AND DONATIONS	0.05	0.01	28.97	5.00	34.03			
2760 · SYSTEM & STATE AID	0.00	13,439.00	0.00	0.00	13,439.00	15,000.00	-1,561.00	89.59%
2770 · UNCLASSIFIED REVENUE	6.00	80.05	60.45	87.97	234.47			
2771 · COPIER REVENUE - CONTRACT (R)	424.25	560.22	631.33	672.25	2,288.05	9,250.00	-6,961.95	24.74%
2771A · COPIER REVENUE - INHOUSE (N)	0.00	191.00	165.00	205.00	561.00			
2772 · READER-PRINTER REVENUE	0.00	0.00	0.00	0.00	0.00	9,250.00	-9,250.00	0.0%
2772A · ADULT-ADULT PRINTER	0.00	680.00	370.00	465.00	1,515.00			
2800 · PROGRAM RECEIPTS								
2805 · Program Receipts - Adult	470.00	285.00	0.00	0.00	755.00			
2820 · Venue Resales	-4,398.80	5,724.00	-7,263.00	189.00	-5,748.80			
2800 · PROGRAM RECEIPTS - Other	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
<b>Total 2800 · PROGRAM RECEIPTS</b>	<b>-3,928.80</b>	<b>6,009.00</b>	<b>-7,263.00</b>	<b>189.00</b>	<b>-4,993.80</b>	<b>3,500.00</b>	<b>-8,493.80</b>	<b>-142.68%</b>
2999 · Lost Books	0.00	0.00	16.99	0.00	16.99			
<b>Total Income</b>	<b>36,770.26</b>	<b>188,334.80</b>	<b>404,558.84</b>	<b>31,399.66</b>	<b>661,063.56</b>	<b>11,540,375.00</b>	<b>-10,879,311.44</b>	<b>5.73%</b>
<b>Gross Profit</b>	<b>36,770.26</b>	<b>188,334.80</b>	<b>404,558.84</b>	<b>31,399.66</b>	<b>661,063.56</b>	<b>11,540,375.00</b>	<b>-10,879,311.44</b>	<b>5.73%</b>
<b>Expense</b>								
6000 · SALARIES AND WAGES								

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
<b>6141 · PROFESSIONAL SALARIES</b>								
6141A · PROFESSIONAL (ADULT)	47,457.42	44,158.16	67,051.30	45,361.19	204,028.07	574,870.00	-370,841.93	35.49%
6141C · PROFESSIONAL (C&P)	25,740.57	26,943.61	40,414.31	26,427.04	119,525.53	338,588.00	-219,062.47	35.3%
6141D · PROFESSIONAL (DIGITAL)	18,938.04	21,145.58	31,831.23	21,410.28	93,325.13	267,103.00	-173,777.87	34.94%
6141N · PROFESSIONAL (TEEN)	25,264.06	25,590.19	38,216.09	25,650.44	114,720.78	317,449.00	-202,728.22	36.14%
6141S · COMM SERV LIBR (SVC)	4,696.80	0.00	0.00	0.00	4,696.80	125,048.00	-120,351.20	3.76%
6141T · PROFESSIONAL (TECH)	9,893.11	10,338.78	15,583.30	10,517.24	46,332.43	160,758.00	-114,425.57	28.82%
<b>Total 6141 · PROFESSIONAL SALARIES</b>	<b>131,990.00</b>	<b>128,176.32</b>	<b>193,096.23</b>	<b>129,366.19</b>	<b>582,628.74</b>	<b>1,783,816.00</b>	<b>-1,201,187.26</b>	<b>32.66%</b>
<b>6142 · CLERICAL SALARIES</b>								
6142A · CLERICAL (ADULT)	6,835.27	7,011.32	9,352.82	6,500.50	29,699.91	94,129.00	-64,429.09	31.55%
6142C · CLERICAL (C&P)	10,979.75	12,694.11	19,179.07	13,315.10	56,168.03	134,251.00	-78,082.97	41.84%
6142D · CLERICAL (DIGITAL)	6,371.35	6,143.63	10,335.76	6,973.28	29,824.02	58,627.00	-28,802.98	50.87%
6142G · CLERICAL (GEN)	10,619.15	10,613.25	16,332.14	10,628.58	48,193.12	136,633.00	-88,439.88	35.27%
6142L · CLERICAL (LIT)	19,072.03	19,247.02	27,942.05	19,363.99	85,625.09	264,364.00	-178,738.91	32.39%
6142N · CLERICAL (TEEN)	6,437.32	6,283.68	10,248.53	7,192.33	30,161.86	37,524.00	-7,362.14	80.38%
6142R · CLERICAL (CIRC)	16,928.88	17,263.03	25,904.73	16,148.61	76,245.25	279,664.00	-203,418.75	27.26%
6142S · CLERICAL (SVC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6142T · CLERICAL (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6142X · CLERICAL (WIRES)	401.08	621.34	523.03	381.45	1,926.90	19,329.00	-17,402.10	9.97%
<b>Total 6142 · CLERICAL SALARIES</b>	<b>77,644.83</b>	<b>79,877.38</b>	<b>119,818.13</b>	<b>80,503.84</b>	<b>357,844.18</b>	<b>1,024,521.00</b>	<b>-666,676.82</b>	<b>34.93%</b>
<b>6143 · PAGE SALARIES</b>								
6143A · PAGE (ADULT)	8,346.69	9,009.78	12,742.38	9,251.65	39,350.50	121,181.00	-81,830.50	32.47%
6143C · PAGE (C&P)	8,299.33	9,158.22	10,362.91	9,192.36	37,012.82	104,075.00	-67,062.18	35.56%
6143G · PAGE (GEN)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143L · PAGE (LIT)	1,136.66	1,329.19	1,423.58	1,358.30	5,247.73	9,807.00	-4,559.27	53.51%
6143N · PAGE (TEEN)	0.00	0.00	0.00	0.00	0.00	8,580.00	-8,580.00	0.0%
6143R · PAGE (CIRC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6143T · PAGE (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total 6143 · PAGE SALARIES</b>	<b>17,782.68</b>	<b>19,497.19</b>	<b>24,528.87</b>	<b>19,802.31</b>	<b>81,611.05</b>	<b>243,643.00</b>	<b>-162,031.95</b>	<b>33.5%</b>

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
<b>6144 · CUSTODIAL</b>								
<b>6144G · CUSTODIAL</b>	17,677.78	18,576.78	28,762.47	20,255.02	85,272.05	255,731.00	-170,458.95	33.34%
<b>Total 6144 · CUSTODIAL</b>	17,677.78	18,576.78	28,762.47	20,255.02	85,272.05	255,731.00	-170,458.95	33.34%
<b>6145 · SECURITY</b>								
<b>6145G · SECURITY</b>	31,496.19	31,969.54	50,887.41	35,412.42	149,765.56	334,241.00	-184,475.44	44.81%
<b>Total 6145 · SECURITY</b>	31,496.19	31,969.54	50,887.41	35,412.42	149,765.56	334,241.00	-184,475.44	44.81%
<b>6146 · TECHNICIAN</b>								
<b>6146W · TECHNICAL (WIRES)</b>	14,771.88	9,459.19	14,622.92	9,746.07	48,600.06	129,677.00	-81,076.94	37.48%
<b>Total 6146 · TECHNICIAN</b>	14,771.88	9,459.19	14,622.92	9,746.07	48,600.06	129,677.00	-81,076.94	37.48%
<b>6147 · ADMINISTRATIVE</b>								
<b>Total 6147 · ADMINISTRATIVE</b>	42,625.72	34,725.58	52,088.37	34,725.58	164,165.25	429,665.00	-265,499.75	38.21%
<b>Total 6000 · SALARIES AND WAGES</b>	333,989.08	322,281.98	483,804.40	329,811.43	1,469,886.89	4,201,294.00	-2,731,407.11	34.99%
<b>6200 · EMPLOYEE BENEFITS</b>								
<b>9010 · RETIREMENT</b>	0.00	0.00	0.00	0.00	0.00	389,332.00	-389,332.00	0.0%
<b>9030 · SOCIAL SECURITY</b>	24,718.50	23,839.11	35,787.72	24,021.83	108,367.16	310,000.00	-201,632.84	34.96%
<b>9040 · WORKERS' COMPENSATION</b>	0.00	0.00	-17,143.00	0.00	-17,143.00	75,000.00	-92,143.00	-22.86%
<b>9050 · UNEMPLOYMENT INSURANCE</b>	0.00	0.00	0.00	2,652.00	2,652.00	2,500.00	152.00	106.08%
<b>9055 · DISABILTY INSURANCE</b>	1,561.49	1,526.91	1,576.04	1,576.04	6,240.48	16,500.00	-10,259.52	37.82%
<b>9060 · MEDICAL INSURANCE</b>	88,295.09	86,945.25	83,354.00	88,268.57	346,862.91	1,045,015.00	-698,152.09	33.19%
<b>6200 · EMPLOYEE BENEFITS - Other</b>	164.90	164.90	164.90	164.90	659.60			
<b>Total 6200 · EMPLOYEE BENEFITS</b>	114,739.98	112,476.17	103,739.66	116,683.34	447,639.15	1,838,347.00	-1,390,707.85	24.35%
<b>6410A · BOOKS (ADULT)</b>								
<b>6410A.e · E-BOOKS (ADULT)</b>	2,093.14	0.00	0.00	0.00	2,093.14			
<b>6410A · BOOKS (ADULT) - Other</b>	14,266.20	4,691.52	2,747.57	18,941.32	40,646.61	150,000.00	-109,353.39	27.1%
<b>Total 6410A · BOOKS (ADULT)</b>	16,359.34	4,691.52	2,747.57	18,941.32	42,739.75	150,000.00	-107,260.25	28.49%
<b>6410C · BOOKS (C&amp;P)</b>	1,925.41	2,243.72	640.80	950.27	5,760.20	70,000.00	-64,239.80	8.23%
<b>6410L · BOOKS (LIT)</b>	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
<b>6410N · BOOKS (TEEN)</b>	595.94	383.51	963.60	746.34	2,689.39	22,000.00	-19,310.61	12.23%
<b>6410T · BOOKS (TECH)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
6411A · MICRO/REF CD (ADULT)	4,196.61	3,926.51	6,239.68	604.41	14,967.21	45,000.00	-30,032.79	33.26%
6411C · MICRO/REF CD (C&P)	4,025.74	2,412.52	6,144.54	483.52	13,066.32	15,000.00	-1,933.68	87.11%
6411L · MICRO/REF CD (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6411N · MICRO/REF CD (TEEN)	3,513.18	102.36	5,862.14	120.88	9,598.56	15,000.00	-5,401.44	63.99%
6412A · RECORDINGS (ADULT)	196.92	93.46	152.69	287.38	730.45	40,000.00	-39,269.55	1.83%
6412C · RECORDINGS (C&P)	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6412L · RECORDINGS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6412N · RECORDINGS (TEEN)	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6413A · PERIODICALS (ADULT)	237.45	161.35	8,514.80	5,467.39	14,380.99	33,000.00	-18,619.01	43.58%
6413C · PERIODICALS (C&P)	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6413D · PERIODICALS (ADM)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413G · PERIODICALS (GEN)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6413L · PERIODICALS (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6413N · PERIODICALS (TEEN)	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6413T · PERIODICALS (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6413W · PERIODICALS (WIRES)	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417A · VIDEOS (ADULT)	2,570.44	1,090.25	1,306.81	1,653.19	6,620.69	90,000.00	-83,379.31	7.36%
6417C · VIDEOS (C&P)	130.00	372.49	296.46	271.81	1,070.76	15,000.00	-13,929.24	7.14%
6417L · VIDEOS (LIT)	0.00	0.00	0.00	0.00	0.00	150.00	-150.00	0.0%
6417N · VIDEOS (TEEN)	550.50	119.98	339.83	0.00	1,010.31	6,000.00	-4,989.69	16.84%
6419G · SOFTWARE (GEN)	5,367.37	10,224.29	957.39	4,114.41	20,663.46	45,000.00	-24,336.54	45.92%
6419N · SOFTWARE (TEEN)	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6419T · SOFTWARE (TECH)	8,867.94	0.00	0.00	0.00	8,867.94	1,500.00	7,367.94	591.2%
6419W · SOFTWARE (WIRES)	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
6428D · MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6429C · REALIA (C&P)	0.00	0.00	0.00	0.00	0.00	650.00	-650.00	0.0%
6429L · REALIA (LIT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6430G · OFFICE AND LIBRARY SUPPLIES	5,910.27	3,922.53	12,517.23	5,665.78	28,015.81	61,362.00	-33,346.19	45.66%
6431D · TELECOMMUNICATIONS	29,700.00	0.00	0.00	0.00	29,700.00	65,000.00	-35,300.00	45.69%

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
6432G · CARTAGE	940.00	470.00	470.00	470.00	2,350.00	3,420.00	-1,070.00	68.71%
6433G · POSTAGE	3,337.48	3,682.02	3,312.95	4,164.82	14,497.27	32,000.00	-17,502.73	45.3%
6434A · PRINTING (ADULT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434C · PRINTING (C&P)	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
6434G · PRINTING (GEN)	25,154.00	11,628.00	11,628.00	11,628.00	60,038.00	100,000.00	-39,962.00	60.04%
6434L · PRINTING (LIT)	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6434N · PRINTING (TEEN)	0.00	0.00	0.00	0.00	0.00	1,090.00	-1,090.00	0.0%
6434R · PRINTING (CIRC)	0.00	0.00	0.00	0.00	0.00	3,000.00	-3,000.00	0.0%
6434S · PRINTING (COMM SRV)	2,895.00	366.75	575.00	0.00	3,836.75	1,000.00	2,836.75	383.68%
6435A · CED, CONF & TRAVEL (ADULT)	180.80	0.00	199.00	80.96	460.76	4,000.00	-3,539.24	11.52%
6435C · CED, CONF & TRAVEL (C&P)	180.80	0.00	0.00	140.00	320.80	4,000.00	-3,679.20	8.02%
6435D · CED, CONF & TRAVEL (ADM)	798.56	1,173.92	1,100.00	645.00	3,717.48	15,000.00	-11,282.52	24.78%
6435Dig · CED, CONF & TRAVEL (DIGITAL)	0.00	200.00	199.00	34.98	433.98	5,000.00	-4,566.02	8.68%
6435G · CED, CONF & TRAVEL (GEN)	180.80	0.00	0.00	0.00	180.80	1,000.00	-819.20	18.08%
6435L · CED, CONF & TRAVEL (LIT)	180.80	128.81	288.80	111.56	709.97	4,000.00	-3,290.03	17.75%
6435N · CED, CONF & TRAVEL (TEEN)	180.80	0.00	290.00	70.00	540.80	4,000.00	-3,459.20	13.52%
6435R · CED, CONF & TRAVEL (CIRC)	321.03	0.00	199.00	0.00	520.03	5,000.00	-4,479.97	10.4%
6435S · CED, CONF & TRAV (COMM SRV)	180.80	0.00	0.00	0.00	180.80	3,000.00	-2,819.20	6.03%
6435T · CED, CONF & TRAVEL (TECH)	180.80	0.00	0.00	0.00	180.80	0.00	180.80	100.0%
6435W · CED, CONF & TRAVEL (WIRES)	193.24	0.00	0.00	0.00	193.24	1,000.00	-806.76	19.32%
6436 · CONTRACTS	0.00	0.00	0.00	0.00	0.00	85,263.00	-85,263.00	0.0%
6437A · PROGRAMS (ADULT)	6,613.66	5,342.39	4,945.76	5,137.37	22,039.18	55,000.00	-32,960.82	40.07%
6437C · PROGRAMS (C&P)	7,242.33	3,327.05	4,255.52	7,980.87	22,805.77	60,000.00	-37,194.23	38.01%
6437D · PROGRAMS (DIGITAL)	2,990.35	2,095.43	1,536.26	1,592.28	8,214.32	15,000.00	-6,785.68	54.76%
6437L · PROGRAMS (LIT)	1,397.91	14,365.47	352.33	6,323.96	22,439.67	85,000.00	-62,560.33	26.4%
6437N · PROGRAMS (TEEN)	1,607.76	1,880.05	1,230.70	1,073.69	5,792.20	22,000.00	-16,207.80	26.33%
6437P · PROFESSIONAL FEES								
643760 · PLANTINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
643765 · PROMOTION AND PUBLICITY	7,545.10	4,926.30	4,227.00	5,184.30	21,882.70	130,000.00	-108,117.30	16.83%

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
643770 · CONTINGENCY	0.00	5,000.00	0.00	0.00	5,000.00	1,500.00	3,500.00	333.33%
6437P01 · ACCOUNTANT/AUDITOR	0.00	0.00	0.00	350.00	350.00	26,000.00	-25,650.00	1.35%
6437P02 · AUDITOR	0.00	3,500.00	0.00	0.00	3,500.00	6,000.00	-2,500.00	58.33%
6437P10 · ELECTION	0.00	0.00	0.00	0.00	0.00	7,000.00	-7,000.00	0.0%
6437P11 · FSA ADMINISTRATION	132.50	132.50	132.50	132.50	530.00	1,620.00	-1,090.00	32.72%
6437P12 · PAYROLL SERVICES	1,634.70	152.58	1,538.63	3,718.80	7,044.71	22,000.00	-14,955.29	32.02%
6437P13 · ARMORED CAR SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P14 · PIANO TUNING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P15 · DOCUMENT MANAGEMENT/DESTRUCTION	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6437P16 · STAFF BACKGROUND SCREEN	919.56	341.72	0.00	169.63	1,430.91	3,300.00	-1,869.09	43.36%
6437P17 · TRANSLATION SERVICES	28.00	23.75	6.50	6.50	64.75	150.00	-85.25	43.17%
6437P3 · APPRAISAL SERVICES	0.00	235.00	0.00	0.00	235.00	500.00	-265.00	47.0%
6437P4 · ATTORNEY	15,042.48	3,087.91	4,403.56	8,724.91	31,258.86	85,000.00	-53,741.14	36.78%
6437P5 · BACKFLOW INSPECTION	275.00	0.00	0.00	0.00	275.00	225.00	50.00	122.22%
6437P6 · BOARD SECRETARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P7 · COLLECTION AGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6437P8 · DENITE SYSTEMS ANALYSIS	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	0.0%
6437P9 · EAP	0.00	4,732.00	0.00	0.00	4,732.00	5,000.00	-268.00	94.64%
<b>Total 6437P · PROFESSIONAL FEES</b>	<b>25,577.34</b>	<b>22,131.76</b>	<b>10,308.19</b>	<b>18,286.64</b>	<b>76,303.93</b>	<b>289,195.00</b>	<b>-212,891.07</b>	<b>26.39%</b>
6438 · DUES	0.00	0.00	175.00	0.00	175.00	2,500.00	-2,325.00	7.0%
6439A · EQUIPMENT R & M (ADULT)	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
6439C · EQUIPMENT R & M (C&P)	0.00	0.00	0.00	0.00	0.00	550.00	-550.00	0.0%
6439G · EQUIPMENT R & M (GEN)	3,503.48	3,651.63	2,945.76	3,267.52	13,368.39	65,000.00	-51,631.61	20.57%
6439N · EQUIPMENT R & M (TEEN)	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%
6439R · EQUIPMENT R & M (CIRC)	11,269.84	2,050.00	0.00	11,269.84	24,589.68	45,000.00	-20,410.32	54.64%
6439T · EQUIPMENT R & M (TECH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6439W · EQUIPMENT R & M (WIRES)	12,960.00	0.00	0.00	0.00	12,960.00	20,000.00	-7,040.00	64.8%
6450E · ELECTRICITY	2,952.78	2,727.22	2,832.70	2,279.52	10,792.22	150,000.00	-139,207.78	7.2%
6450F · FUEL/GAS	722.87	483.87	326.06	533.25	2,066.05	18,000.00	-15,933.95	11.48%

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
6450W - WATER	262.61	740.95	0.00	209.21	1,212.77	5,000.00	-3,787.23	24.26%
6451G - CUSTODIAL SUPPLIES	930.59	1,427.59	1,286.26	473.49	4,117.93	20,000.00	-15,882.07	20.59%
6452G - BLDG ALTERATION AND MAINT	8,279.87	2,346.29	5,527.09	3,477.87	19,631.12	105,000.00	-85,368.88	18.7%
6454 - INSURANCE	60,706.91	0.00	-4,383.30	5,596.00	61,919.61	90,000.00	-28,080.39	68.8%
6485G - Bank Fees	343.90	377.49	237.35	226.12	1,184.86			
6601 - BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00	680,000.00	-680,000.00	0.0%
6701 - BOND INTEREST	0.00	0.00	0.00	0.00	0.00	803,194.00	-803,194.00	0.0%
69800 - Uncategorized Expenses								
6990 - BRANCH Operations	4,532.70	4,134.69	4,147.52	3,839.33	16,654.24	999,500.00	-982,845.76	1.67%
<b>Total 69800 - Uncategorized Expenses</b>	<b>4,532.70</b>	<b>4,134.69</b>	<b>4,147.52</b>	<b>3,839.33</b>	<b>16,654.24</b>	<b>999,500.00</b>	<b>-982,845.76</b>	<b>1.67%</b>
7203 - EQUIPMENT - Capital Purchases								
7203A - EQUIPMENT ADULT	6,441.00	0.00	0.00	556.69	6,997.69	219,915.00	-212,917.31	3.18%
7203C - EQUIPMENT C & P	0.00	0.00	0.00	299.94	299.94	30,000.00	-29,700.06	1.0%
7203D - EQUIPMENT ADMIN	0.00	0.00	0.00	0.00	0.00	30,000.00	-30,000.00	0.0%
7203G - EQUIPMENT BUS OFF	0.00	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	0.0%
7203L - EQUIPMENT LITERACY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203N - EQUIPMENT TEEN	0.00	0.00	0.00	0.00	0.00	55,000.00	-55,000.00	0.0%
7203R - EQUIPMENT CIRC	0.00	0.00	0.00	0.00	0.00	300,000.00	-300,000.00	0.0%
7203T - EQUIPMENT TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7203W - EQUIPMENT WIRE	24,576.59	122.00	1,934.10	621.60	27,254.29	334,195.00	-306,940.71	8.16%
7203 - EQUIPMENT - Capital Purchases - Other	0.00	0.00	0.00	0.00	0.00			
<b>Total 7203 - EQUIPMENT - Capital Purchases</b>	<b>31,017.59</b>	<b>122.00</b>	<b>1,934.10</b>	<b>1,478.23</b>	<b>34,551.92</b>	<b>976,610.00</b>	<b>-942,058.08</b>	<b>3.54%</b>
<b>Total Expense</b>	<b>750,693.57</b>	<b>549,356.02</b>	<b>690,146.65</b>	<b>576,191.98</b>	<b>2,566,388.22</b>	<b>11,540,375.00</b>	<b>-8,973,986.78</b>	<b>22.24%</b>
<b>Net Ordinary Income</b>	<b>-713,923.31</b>	<b>-361,021.22</b>	<b>-285,587.81</b>	<b>-544,792.32</b>	<b>-1,905,324.66</b>	<b>0.00</b>	<b>-1,905,324.66</b>	<b>100.0%</b>
<b>Other Income/Expense</b>								
<b>Other Expense</b>								
<b>7500 - BUILDING IMPROVEMENTS</b>	<b>1,774,332.10</b>	<b>1,043,887.40</b>	<b>813,938.22</b>	<b>1,182,736.89</b>	<b>4,814,894.61</b>			
<b>Total Other Expense</b>	<b>1,774,332.10</b>	<b>1,043,887.40</b>	<b>813,938.22</b>	<b>1,182,736.89</b>	<b>4,814,894.61</b>			
<b>Net Other Income</b>	<b>-1,774,332.10</b>	<b>-1,043,887.40</b>	<b>-813,938.22</b>	<b>-1,182,736.89</b>	<b>-4,814,894.61</b>	<b>0.00</b>	<b>-4,814,894.61</b>	<b>100.0%</b>

	TOTAL							
	Jul 23	Aug 23	Sep 23	Oct 23	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Net Income	-2,488,255.41	-1,404,908.62	-1,099,526.03	-1,727,529.21	-6,720,219.27	0.00	-6,720,219.27	100.0%



**MASTICS-MORICHES-SHIRLEY COMMUNITY  
LIBRARY**

***CAPITAL FUND FINANCIAL REPORT***

**OCTOBER 2023**

**PREPARED & SUBMITTED BY:**

**CHRISTOPHER NOWAK  
BUSINESS MANAGER**

MMSCL  
CAPITAL FUND MONTHLY REPORT

Month	Account #	Balance Forward	Deposits	Withdrawals	Balance
<u>Flushing Bank</u>	XXXXXX082				
July-23		\$ 6,142,923.94	\$ 16,978.82	\$ -	\$ 6,159,902.76
August-23		\$ 6,159,902.76	\$ 17,025.75	\$ -	\$ 6,176,928.51
September-23		\$ 6,176,928.51	\$ 16,521.34	\$ -	\$ 6,193,449.85
October-23		\$ 6,193,449.85	\$ 17,118.47	\$ -	\$ 6,210,568.32
November-23					
December-23					
January-24					
February-24					
March-24					
April-24					
May-24					
June-24					
				<b>Grand Total :</b>	<b>\$ 6,210,568.32</b>

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**SCHEDULE OF CLAIMS**  
**PRESENTED NOVEMBER 27, 2023**  
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PREPAY PAYABLES WARRANT #1		\$	19,409.15
PAYABLES WARRANT #2		\$	2,146,629.28
PAYROLL WARRANT W.E.	11/7/2023	\$	164,134.84
PAYROLL BENEFITS WARRANT		\$	104,603.56
PAYROLL WARRANT W.E.	11/21/2023	\$	169,784.28
	<b>Total</b>	<b>\$</b>	<b>2,604,561.11</b>

I hereby certify that at a meeting of the Board of Trustees, a resolution was adopted for authorized payment of this attached schedule of claims.

\_\_\_\_\_  
 Secretary

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66433</b>	<b>10/31/2023</b>	<b>National Grid</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	101923 Moriches	10/19/2023		6450F · FUEL/GAS	-237.81
TOTAL					<u>-237.81</u>
<b>Bill Pmt -Check</b>	<b>66434</b>	<b>10/31/2023</b>	<b>Paychex of New York LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	2023102600	10/26/2023		6437P12 · PAYROLL SERVICES	-1,417.77
TOTAL					<u>-1,417.77</u>
<b>Bill Pmt -Check</b>	<b>66435</b>	<b>10/31/2023</b>	<b>PSEGLI -- NeighborhoodRdMasticBeach</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	0918--101623 act3511	10/16/2023		6450E · ELECTRICITY	-89.21
Bill	0918--101623 act3541	10/16/2023		6450E · ELECTRICITY	-312.57
Bill	0918--101623 act3561	10/16/2023		6990 · BRANCH Operations	-1,115.58
TOTAL					<u>-1,517.36</u>
<b>Bill Pmt -Check</b>	<b>66436</b>	<b>11/01/2023</b>	<b>Amazon Business</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1WRH-3R4F-1DDY	10/15/2023		6410A · BOOKS (ADULT)	-279.67
				6417A · VIDEOS (ADULT)	-390.16
				6430G · OFFICE AND LIBRARY SUPPLIES	-881.42
				6437A · PROGRAMS (ADULT)	-150.62
				6437C · PROGRAMS (C&P)	-519.97
				6437D · PROGRAMS (DIGITAL)	-115.25
				6437L · PROGRAMS (LIT)	-21.66
				6437N · PROGRAMS (TEEN)	-96.88

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
				6430G · OFFICE AND LIBRARY SUPPLIES	-32.65
				6437C · PROGRAMS (C&P)	-19.07
				6437L · PROGRAMS (LIT)	-4.08
TOTAL					<u>-2,511.43</u>
<b>Bill Pmt -Check</b>	<b>66437</b>	<b>11/01/2023</b>	<b>Home Depot Credit Services</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	102023	10/20/2023		6451G · CUSTODIAL SUPPLIES	-88.76
				6451G · CUSTODIAL SUPPLIES	-9.42
TOTAL					<u>-98.18</u>
<b>Bill Pmt -Check</b>	<b>66438</b>	<b>11/01/2023</b>	<b>Suffolk County Water Authority</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	0729--102723	10/27/2023		6450W · WATER	-209.21
TOTAL					<u>-209.21</u>
<b>Bill Pmt -Check</b>	<b>66439</b>	<b>11/02/2023</b>	<b>T-Mobile</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	102323	10/23/2023		6437D · PROGRAMS (DIGITAL)	-1,480.04
TOTAL					<u>-1,480.04</u>
<b>Bill Pmt -Check</b>	<b>66440</b>	<b>11/03/2023</b>	<b>Suffolk County Water Authority - Neighbor</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110123 act8180	11/01/2023		6450W · WATER	-32.07
Bill	110123 FireLine8181	11/01/2023		6450W · WATER	-63.42
Bill	110123 act4406	11/01/2023		6450W · WATER	-85.69
TOTAL					<u>-181.18</u>

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66441</b>	<b>11/03/2023</b>	<b>Wex Bank</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	92954098	10/31/2023		6450F · FUEL/GAS	-148.50
				6450F · FUEL/GAS	-146.94
TOTAL					<u>-295.44</u>
<b>Bill Pmt -Check</b>	<b>66442</b>	<b>11/14/2023</b>	<b>Paychex</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	Strmnt 28050618	11/14/2023		6437P12 · PAYROLL SERVICES	-153.07
TOTAL					<u>-153.07</u>
<b>Bill Pmt -Check</b>	<b>66443</b>	<b>11/14/2023</b>	<b>Xerox Financial Services</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	5018799	11/11/2023		6439G · EQUIPMENT R & M (GEN)	-2,882.08
TOTAL					<u>-2,882.08</u>
<b>Bill Pmt -Check</b>	<b>66444</b>	<b>11/14/2023</b>	<b>Sam's Club</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110823	11/08/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-21.74
				7203C · EQUIPMENT C & P	-159.96
				6437C · PROGRAMS (C&P)	-1,544.48
TOTAL					<u>-1,726.18</u>
<b>Bill Pmt -Check</b>	<b>66445</b>	<b>11/16/2023</b>	<b>NYS Dept. of Environmental Conservation</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	9990000612095	11/06/2023		6437P8 · DENITE SYSTEMS ANALYSIS	-330.00
TOTAL					<u>-330.00</u>

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**PREPAY WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66446	11/16/2023	PSEGLI	L0225 · FLUSHING BANK - OPERATING	
Bill	1005--110623 act7525	11/06/2023		6450E · ELECTRICITY	-442.10
Bill	1005--110623 act7541	11/06/2023		6450E · ELECTRICITY	-331.30
TOTAL					<u>-773.40</u>
Bill Pmt -Check	66447	11/16/2023	Utica National Insurance Group	L0225 · FLUSHING BANK - OPERATING	
Bill	CollectionStorage	10/27/2023		6454 · INSURANCE	-5,596.00
TOTAL					<u>-5,596.00</u>

**I hereby certify that at a meeting on November 27, 2023  
the above vouchers were approved and authorized.**

**Signed: \_\_\_\_\_**

**-19,409.15**

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66545</b>	<b>11/27/2023</b>	<b>1099 NYS Employees' Retirement System</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	ERS 2024 Annual Inv	11/16/2023		9010 - RETIREMENT	-415,995.00
TOTAL					<u>-415,995.00</u>
<b>Bill Pmt -Check</b>	<b>66546</b>	<b>11/27/2023</b>	<b>4imprint</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	11869113	10/31/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-493.62
TOTAL					<u>-493.62</u>
<b>Bill Pmt -Check</b>	<b>66547</b>	<b>11/27/2023</b>	<b>Acosta Moreno, Alba A.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-306.00
TOTAL					<u>-306.00</u>
<b>Bill Pmt -Check</b>	<b>1430</b>	<b>11/27/2023</b>	<b>Advance Sound Company</b>	<b>L0229 - FLUSHING BANK - BOND Referendum</b>	
Bill	41554	10/05/2023		7500 - BUILDING IMPROVEMENTS	-9,842.85
TOTAL					<u>-9,842.85</u>
<b>Bill Pmt -Check</b>	<b>66548</b>	<b>11/27/2023</b>	<b>Argueta De Fuentes, Rosa E. (prevFuentes)</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110123	11/01/2023		6437L - PROGRAMS (LIT)	-332.50
TOTAL					<u>-332.50</u>
<b>Bill Pmt -Check</b>	<b>1431</b>	<b>11/27/2023</b>	<b>Arrow Steel Window Corp</b>	<b>L0229 - FLUSHING BANK - BOND Referendum</b>	
Bill	App 2 MainLibrary	10/31/2023		7500 - BUILDING IMPROVEMENTS	-137,218.00
TOTAL					<u>-137,218.00</u>



Mastics Moriches Shirley Community Library

NOVEMBER 27, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>1432</b>	<b>11/27/2023</b>	<b>Ashlar Contracting LLC</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	7 Drywall MainLib	10/31/2023		7500 · BUILDING IMPROVEMENTS	-185,250.00
TOTAL					<u>-185,250.00</u>
<b>Bill Pmt -Check</b>	<b>66549</b>	<b>11/27/2023</b>	<b>Ashton, Ruth</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110123	11/01/2023		6437L · PROGRAMS (LIT)	-441.00
TOTAL					<u>-441.00</u>
<b>Bill Pmt -Check</b>	<b>66550</b>	<b>11/27/2023</b>	<b>Baker &amp; Taylor</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	5018300162	10/01/2023		6410A · BOOKS (ADULT)	-878.39
Bill	5018579934	10/19/2023		6410A · BOOKS (ADULT)	-1,231.47
Bill	5018589993	10/25/2023		6410A · BOOKS (ADULT)	-1,558.48
Bill	5018597443	10/31/2023		6410A · BOOKS (ADULT)	-2,195.70
Bill	5018608479	11/03/2023		6410A · BOOKS (ADULT)	-631.42
Bill	5018606286	11/06/2023		6410A · BOOKS (ADULT)	-1,426.42
Bill	5018619681	11/13/2023		6410A · BOOKS (ADULT)	-2,269.43
Bill	5018629185	11/14/2023		6410A · BOOKS (ADULT)	-862.96
TOTAL					<u>-11,054.27</u>
<b>Bill Pmt -Check</b>	<b>66551</b>	<b>11/27/2023</b>	<b>Beach Oak Designs</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	111423 MBch	11/14/2023		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66552	11/27/2023	Bendjy, Scott - staff	L0225 - FLUSHING BANK - OPERATING	
Bill	102523	10/25/2023		6437C - PROGRAMS (C&P)	-33.75
TOTAL					<u>-33.75</u>
Bill Pmt -Check	66553	11/27/2023	Bleidner, Gloria	L0225 - FLUSHING BANK - OPERATING	
Bill	110823	11/08/2023		6437A - PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
Bill Pmt -Check	1433	11/27/2023	CALLAHEAD	L0229 - FLUSHING BANK - BOND Referendum	
Bill	1863855	10/19/2023		7500 - BUILDING IMPROVEMENTS	-624.00
TOTAL					<u>-624.00</u>
Bill Pmt -Check	66554	11/27/2023	CALLAHEAD	L0225 - FLUSHING BANK - OPERATING	
Bill	1873130 MB BusOfc	11/10/2023		6990 - BRANCH Operations	-415.00
Bill	1876576 MB Lit	11/20/2023		6990 - BRANCH Operations	-399.00
TOTAL					<u>-814.00</u>
Bill Pmt -Check	66555	11/27/2023	Carco Group, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	912850	10/31/2023		6437P16 - STAFF BACKGROUND SCREEN	-169.63
TOTAL					<u>-169.63</u>
Bill Pmt -Check	1434	11/27/2023	Cassone Leasing, Inc.	L0229 - FLUSHING BANK - BOND Referendum	
Bill	1192953 MainLib	11/01/2023		7500 - BUILDING IMPROVEMENTS	-646.00
TOTAL					<u>-646.00</u>

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66556</b>	<b>11/27/2023</b>	<b>Cassone Leasing, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1192308 MasticB--Lit	11/01/2023		6990 · BRANCH Operations	-485.00
Bill	1192910 BusOfc MBch	11/01/2023		6990 · BRANCH Operations	-873.00
TOTAL					<u>-1,358.00</u>
<b>Bill Pmt -Check</b>	<b>66557</b>	<b>11/27/2023</b>	<b>CDW Government, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	MP55451	10/18/2023		7203W · EQUIPMENT WIRE	-369.60
Bill	MR07716	10/23/2023		7203W · EQUIPMENT WIRE	-252.00
TOTAL					<u>-621.60</u>
<b>Bill Pmt -Check</b>	<b>66558</b>	<b>11/27/2023</b>	<b>Cold Spring Harbor Fire House Museum</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	renew Jan-Dec2024	11/10/2023		6437A · PROGRAMS (ADULT)	-13.40
				6437C · PROGRAMS (C&P)	-13.30
				6437N · PROGRAMS (TEEN)	-13.30
TOTAL					<u>-40.00</u>
<b>Bill Pmt -Check</b>	<b>66559</b>	<b>11/27/2023</b>	<b>Colonial Youth &amp; Family Services Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	102423	10/24/2023		6437A · PROGRAMS (ADULT)	-60.00
Bill	103123	10/31/2023		6437A · PROGRAMS (ADULT)	-60.00
Bill	110723	11/07/2023		6437A · PROGRAMS (ADULT)	-60.00
Bill	111423	11/14/2023		6437A · PROGRAMS (ADULT)	-60.00
TOTAL					<u>-240.00</u>

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66560</b>	<b>11/27/2023</b>	<b>Colson, Doris J.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110123	11/01/2023		6437L - PROGRAMS (LIT)	-476.00
TOTAL					<u>-476.00</u>
<b>Bill Pmt -Check</b>	<b>66561</b>	<b>11/27/2023</b>	<b>Commander Power Systems</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	0000031008	11/08/2023		6452G - BLDG ALTERATION AND MAINT	-304.15
TOTAL					<u>-304.15</u>
<b>Bill Pmt -Check</b>	<b>66562</b>	<b>11/27/2023</b>	<b>Curiously Creative Candles</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110823	11/08/2023		6437C - PROGRAMS (C&P)	-265.00
TOTAL					<u>-265.00</u>
<b>Bill Pmt -Check</b>	<b>66563</b>	<b>11/27/2023</b>	<b>Discount School Supply</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	W08710110101	10/18/2023		6437L - PROGRAMS (LIT)	-32.27
TOTAL					<u>-32.27</u>
<b>Bill Pmt -Check</b>	<b>66564</b>	<b>11/27/2023</b>	<b>Displays2Go</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	PSI2264757	10/27/2023		7203A - EQUIPMENT ADULT	-556.69
TOTAL					<u>-556.69</u>
<b>Bill Pmt -Check</b>	<b>66565</b>	<b>11/27/2023</b>	<b>Dolma, Dekyi</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-467.50
TOTAL					<u>-467.50</u>

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>1435</b>	<b>11/27/2023</b>	<b>Dynaire LLC</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	App No 10 MainLib	10/31/2023		7500 · BUILDING IMPROVEMENTS	-108,751.25
TOTAL					<u>-108,751.25</u>
<b>Bill Pmt -Check</b>	<b>1436</b>	<b>11/27/2023</b>	<b>Dynaire LLC</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	App No 12 Moriches	10/31/2023		7500 · BUILDING IMPROVEMENTS	-20,700.00
TOTAL					<u>-20,700.00</u>
<b>Check</b>	<b>1437</b>	<b>11/27/2023</b>	<b>Dynaire LLC</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
				L0601 · ACCOUNTS PAYABLE -AUDITOR	-16,175.45
TOTAL					<u>-16,175.45</u>
<b>Bill Pmt -Check</b>	<b>66566</b>	<b>11/27/2023</b>	<b>EBSCO A</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	9250990	10/25/2023		6413A · PERIODICALS (ADULT)	-2,036.69
TOTAL					<u>-2,036.69</u>
<b>Bill Pmt -Check</b>	<b>66567</b>	<b>11/27/2023</b>	<b>ECM Consulting and Marketing</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1350	11/15/2023		643765 · PROMOTION AND PUBLICITY	-6,000.00
TOTAL					<u>-6,000.00</u>
<b>Bill Pmt -Check</b>	<b>66568</b>	<b>11/27/2023</b>	<b>Farra, Ashley N.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	102423	10/24/2023		6437L · PROGRAMS (LIT)	-136.00
TOTAL					<u>-136.00</u>

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66569</b>	<b>11/27/2023</b>	<b>Franco Moran, Alejandra</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	102423	10/24/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
<b>Bill Pmt -Check</b>	<b>66570</b>	<b>11/27/2023</b>	<b>Franco, Corinne</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110123	11/01/2023		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>66571</b>	<b>11/27/2023</b>	<b>Gaetano's Pizza Inc. -- Nino's Pizza</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	Oct 2023	11/06/2023		6435L · CED, CONF & TRAVEL (LIT)	-56.00
				6437N · PROGRAMS (TEEN)	-176.00
TOTAL					<u>-232.00</u>
<b>Bill Pmt -Check</b>	<b>66572</b>	<b>11/27/2023</b>	<b>Galvez Moreno, Viodelda S.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110123	11/01/2023		6437L · PROGRAMS (LIT)	-476.00
TOTAL					<u>-476.00</u>
<b>Bill Pmt -Check</b>	<b>66573</b>	<b>11/27/2023</b>	<b>George, Ivette</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110323	11/03/2023		6437L · PROGRAMS (LIT)	-1,312.00
TOTAL					<u>-1,312.00</u>

**Mastics Moriches Shirley Community Library**  
**NOVEMBER 27, 2023**  
**WARRANT**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66574</b>	<b>11/27/2023</b>	<b>Glover Farms</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	101923 cpsd	10/19/2023		6437C · PROGRAMS (C&P)	-2,330.00
Bill	102223 cpsd	10/22/2023		6437C · PROGRAMS (C&P)	-3,690.00
TOTAL					<u>-6,020.00</u>
<b>Bill Pmt -Check</b>	<b>66575</b>	<b>11/27/2023</b>	<b>Gondal, Gul Sanobar</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L · PROGRAMS (LIT)	-255.00
TOTAL					<u>-255.00</u>
<b>Bill Pmt -Check</b>	<b>66576</b>	<b>11/27/2023</b>	<b>Gramma, Gabriella</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	111123	11/11/2023		6437A · PROGRAMS (ADULT)	-530.00
TOTAL					<u>-530.00</u>
<b>Bill Pmt -Check</b>	<b>1438</b>	<b>11/27/2023</b>	<b>H2M architects + engineers</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	253916	10/24/2023		7500 · BUILDING IMPROVEMENTS	-1,526.72
Bill	253917	10/24/2023		7500 · BUILDING IMPROVEMENTS	-4,937.00
TOTAL					<u>-6,463.72</u>
<b>Bill Pmt -Check</b>	<b>66577</b>	<b>11/27/2023</b>	<b>H2M architects + engineers</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	253918	10/24/2023		7500 · BUILDING IMPROVEMENTS	-86.00
TOTAL					<u>-86.00</u>

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>1439</b>	<b>11/27/2023</b>	<b>Hartcorn Plmbg &amp; Heating Inc</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	App 6 MainLib Plumb	10/31/2023		7500 · BUILDING IMPROVEMENTS	-27,065.97
TOTAL					<u>-27,065.97</u>
<b>Bill Pmt -Check</b>	<b>66578</b>	<b>11/27/2023</b>	<b>Hartcorn Plmbg &amp; Heating Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	88304	10/17/2023		6452G · BLDG ALTERATION AND MAINT	-556.97
Bill	88482	10/25/2023		6452G · BLDG ALTERATION AND MAINT	-519.37
TOTAL					<u>-1,076.34</u>
<b>Bill Pmt -Check</b>	<b>66579</b>	<b>11/27/2023</b>	<b>Henn, JoAnn</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	101723	10/17/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	102423	10/24/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	102623	10/26/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	110223	11/02/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	110723	11/07/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	110923	11/09/2023		6437A · PROGRAMS (ADULT)	-80.00
TOTAL					<u>-480.00</u>
<b>Bill Pmt -Check</b>	<b>66580</b>	<b>11/27/2023</b>	<b>Howard, Molly C.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	111123	11/11/2023		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>66581</b>	<b>11/27/2023</b>	<b>Ingram Library Services</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	67647538	09/22/2023		6410C · BOOKS (C&P)	-23.40
Bill	60279594	10/19/2023		6410C · BOOKS (C&P)	-115.08



Mastics Moriches Shirley Community Library

NOVEMBER 27, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
Bill	67656450	10/23/2023		6410C · BOOKS (C&P)	-42.50
Bill	67656451	10/23/2023		6410C · BOOKS (C&P)	-97.09
Bill	60283663	10/30/2023		6410C · BOOKS (C&P)	-22.78
Bill	60283664	10/30/2023		6410C · BOOKS (C&P)	-29.80
Bill	60285714	11/03/2023		6410C · BOOKS (C&P)	-29.80
Bill	60285715	11/03/2023		6410C · BOOKS (C&P)	-1,147.22
TOTAL					<u>-1,507.67</u>
<b>Bill Pmt -Check</b>	<b>66582</b>	<b>11/27/2023</b>	<b>Intrepid Sea, Air &amp; Space Museum</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	renewJan-Dec2024	11/10/2023		6437A · PROGRAMS (ADULT)	-168.00
				6437C · PROGRAMS (C&P)	-166.00
				6437N · PROGRAMS (TEEN)	-166.00
TOTAL					<u>-500.00</u>
<b>Bill Pmt -Check</b>	<b>66583</b>	<b>11/27/2023</b>	<b>Irish, Erika - staff</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	NYLA Conf Nov2023	11/06/2023		6435N · CED, CONF & TRAVEL (TEEN)	-377.39
TOTAL					<u>-377.39</u>
<b>Bill Pmt -Check</b>	<b>1440</b>	<b>11/27/2023</b>	<b>J.P. Daly &amp; Sons, Inc.</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	Req 6 MainLib	10/27/2023		7500 · BUILDING IMPROVEMENTS	-446,595.00
TOTAL					<u>-446,595.00</u>
<b>Bill Pmt -Check</b>	<b>66584</b>	<b>11/27/2023</b>	<b>Janowitz, Laurie</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110623	11/06/2023		6437A · PROGRAMS (ADULT)	-325.00
TOTAL					<u>-325.00</u>

Mastics Moriches Shirley Community Library

NOVEMBER 27, 2023

WARRANT

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66585</b>	<b>11/27/2023</b>	<b>Jorgensen, Kerrilynn - staff</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	102523	10/25/2023		6435A · CED, CONF & TRAVEL (ADULT)	-20.96
TOTAL					<u>-20.96</u>
<b>Bill Pmt -Check</b>	<b>66586</b>	<b>11/27/2023</b>	<b>Joyful Day Ceremonies LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437A · PROGRAMS (ADULT)	-250.00
TOTAL					<u>-250.00</u>
<b>Bill Pmt -Check</b>	<b>66587</b>	<b>11/27/2023</b>	<b>Kanopy Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	372100-PPU	10/31/2023		6417A · VIDEOS (ADULT)	-258.00
				6417C · VIDEOS (C&P)	-5.00
TOTAL					<u>-263.00</u>
<b>Bill Pmt -Check</b>	<b>66588</b>	<b>11/27/2023</b>	<b>Karant, Roberta</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110723	11/07/2023		6437C · PROGRAMS (C&P)	-690.00
TOTAL					<u>-690.00</u>
<b>Bill Pmt -Check</b>	<b>66589</b>	<b>11/27/2023</b>	<b>Kelly-Edmunds, Anne M.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110923	11/09/2023		6437A · PROGRAMS (ADULT)	-150.00
TOTAL					<u>-150.00</u>
<b>Bill Pmt -Check</b>	<b>66590</b>	<b>11/27/2023</b>	<b>King Kullen</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	232831369171	10/10/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-29.97
Bill	232840671211	10/11/2023		6437C · PROGRAMS (C&P)	-33.34

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Type	Num	Date	Name	Account	Paid Amount
Bill	232840671161	10/11/2023		6437A · PROGRAMS (ADULT)	-31.80
Bill	232900266571	10/17/2023		6437N · PROGRAMS (TEEN)	-53.16
Bill	232920269781	10/19/2023		6437N · PROGRAMS (TEEN)	-56.87
Bill	232960510461	10/23/2023		6437N · PROGRAMS (TEEN)	-141.29
TOTAL					<u>-346.43</u>
<b>Bill Pmt -Check</b>	<b>66591</b>	<b>11/27/2023</b>	<b>Lamb &amp; Barnosky, LLP</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	145969	10/31/2023		6437P4 · ATTORNEY	-2,041.66
Bill	145854	11/20/2023		6437P4 · ATTORNEY	-335.00
TOTAL					<u>-2,376.66</u>
<b>Bill Pmt -Check</b>	<b>66592</b>	<b>11/27/2023</b>	<b>Language Line Services Inc</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	11149026	10/31/2023		6437P17 · TRANSLATION SERVICES	-6.50
TOTAL					<u>-6.50</u>
<b>Bill Pmt -Check</b>	<b>66593</b>	<b>11/27/2023</b>	<b>Lopez Reynoso, Fausto D.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110123	11/01/2023		6437L · PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>
<b>Bill Pmt -Check</b>	<b>66594</b>	<b>11/27/2023</b>	<b>Maiorana, Joseph</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	NYLA Conf Nov2023	11/09/2023		6435D · CED, CONF & TRAVEL (ADM)	-925.96
TOTAL					<u>-925.96</u>

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	Type	Num	Date	Name	Account	Paid Amount
	<b>Bill Pmt -Check</b>	<b>66595</b>	<b>11/27/2023</b>	<b>Mark Grossman Public Relations</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	1123-MMS	11/17/2023		643765 - PROMOTION AND PUBLICITY	-4,000.00
TOTAL						<u>-4,000.00</u>
	<b>Bill Pmt -Check</b>	<b>66596</b>	<b>11/27/2023</b>	<b>Marlena Bein Design</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	102423	10/24/2023		6437A - PROGRAMS (ADULT)	-265.00
TOTAL						<u>-265.00</u>
	<b>Bill Pmt -Check</b>	<b>66597</b>	<b>11/27/2023</b>	<b>Mata Castillo, Julia</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	110323	11/03/2023		6437L - PROGRAMS (LIT)	-875.50
TOTAL						<u>-875.50</u>
	<b>Bill Pmt -Check</b>	<b>66598</b>	<b>11/27/2023</b>	<b>Maximum Security</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	25295	10/31/2023		7500 - BUILDING IMPROVEMENTS	-14,101.25
TOTAL						<u>-14,101.25</u>
	<b>Bill Pmt -Check</b>	<b>66599</b>	<b>11/27/2023</b>	<b>Mederos, Merlin Yaneth</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	110323	11/03/2023		6437L - PROGRAMS (LIT)	-918.00
TOTAL						<u>-918.00</u>
	<b>Bill Pmt -Check</b>	<b>66600</b>	<b>11/27/2023</b>	<b>Medina Paredes, Jhanneth Del Rocio</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
	Bill	103023	10/30/2023		6437L - PROGRAMS (LIT)	-204.00
TOTAL						<u>-204.00</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66601</b>	<b>11/27/2023</b>	<b>Mergent, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	1673025914	11/06/2023		6411A · MICRO/REF CD (ADULT)	-3,765.00
TOTAL					<u>-3,765.00</u>
<b>Bill Pmt -Check</b>	<b>66602</b>	<b>11/27/2023</b>	<b>Midwest Tape, LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	504512899	10/18/2023		6412A · RECORDINGS (ADULT)	-88.46
Bill	504513241	10/18/2023		6417A · VIDEOS (ADULT)	-91.78
Bill	504546827	10/26/2023		6412A · RECORDINGS (ADULT)	-36.23
Bill	504576212 hoopla	10/31/2023		6411A · MICRO/REF CD (ADULT)	-604.41
				6411C · MICRO/REF CD (C&P)	-483.52
				6411N · MICRO/REF CD (TEEN)	-120.88
Bill	504569827	11/01/2023		6417A · VIDEOS (ADULT)	-104.22
Bill	504569828	11/01/2023		6417A · VIDEOS (ADULT)	-32.74
Bill	504609013	11/08/2023		6417A · VIDEOS (ADULT)	-148.19
Bill	504609014	11/08/2023		6417A · VIDEOS (ADULT)	-16.24
Bill	504546829	11/27/2023	Midwest Tape, LLC	L0600 · ACCOUNTS PAYABLE	0.00
Bill	504547140	11/27/2023	Midwest Tape, LLC	L0600 · ACCOUNTS PAYABLE	0.00
TOTAL					<u>-1,726.67</u>
<b>Bill Pmt -Check</b>	<b>66603</b>	<b>11/27/2023</b>	<b>Migoya-Schlie, Catherine Victoria</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110323	11/03/2023		6437L · PROGRAMS (LIT)	-1,020.00
TOTAL					<u>-1,020.00</u>
<b>Bill Pmt -Check</b>	<b>66604</b>	<b>11/27/2023</b>	<b>Montalvo, Michael Thomas</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L · PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66605</b>	<b>11/27/2023</b>	<b>Murphy, Carmen</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-408.00
TOTAL					<u>-408.00</u>
<b>Bill Pmt -Check</b>	<b>66606</b>	<b>11/27/2023</b>	<b>Nassau County Library Association</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	2023-16	10/25/2023		6410A - BOOKS (ADULT)	-140.90
TOTAL					<u>-140.90</u>
<b>Bill Pmt -Check</b>	<b>66607</b>	<b>11/27/2023</b>	<b>Newman, Robert L.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
<b>Bill Pmt -Check</b>	<b>66608</b>	<b>11/27/2023</b>	<b>Nunez Vargas, Amanda</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	103023	10/30/2023		6437L - PROGRAMS (LIT)	-255.00
TOTAL					<u>-255.00</u>
<b>Bill Pmt -Check</b>	<b>66609</b>	<b>11/27/2023</b>	<b>O'Connell, Linda</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110923	11/09/2023		6437A - PROGRAMS (ADULT)	-245.00
TOTAL					<u>-245.00</u>
<b>Bill Pmt -Check</b>	<b>66610</b>	<b>11/27/2023</b>	<b>Pesantez-Medina, Diana Michell</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-595.00
TOTAL					<u>-595.00</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66611	11/27/2023	Piguave, Rosa Maria	L0225 - FLUSHING BANK - OPERATING	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-68.00
TOTAL					<u>-68.00</u>
Bill Pmt -Check	66612	11/27/2023	Quadient Finance USA, Inc. -- pstg refill	L0225 - FLUSHING BANK - OPERATING	
Bill	111423	11/14/2023		6433G - POSTAGE	-250.00
TOTAL					<u>-250.00</u>
Bill Pmt -Check	66613	11/27/2023	Quadient Leasing USA, Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	Q1060821	11/07/2023		6439G - EQUIPMENT R & M (GEN)	-518.31
TOTAL					<u>-518.31</u>
Bill Pmt -Check	66614	11/27/2023	Quintanilla, Jocelyn Tatiana	L0225 - FLUSHING BANK - OPERATING	
Bill	110123	11/01/2023		6437L - PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>
Bill Pmt -Check	66615	11/27/2023	Ray-Block Stationery Co. Inc.	L0225 - FLUSHING BANK - OPERATING	
Bill	IN112921	10/11/2023		6439G - EQUIPMENT R & M (GEN)	-385.44
Bill	IN115186	11/10/2023		6439G - EQUIPMENT R & M (GEN)	-439.52
TOTAL					<u>-824.96</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66616</b>	<b>11/27/2023</b>	<b>Roeder, Kathy</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	103023	10/30/2023		6437C · PROGRAMS (C&P)	-120.00
Bill	111323	11/13/2023		6437C · PROGRAMS (C&P)	-120.00
TOTAL					<u>-240.00</u>
<b>Bill Pmt -Check</b>	<b>66617</b>	<b>11/27/2023</b>	<b>Rondon, Miriam</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	103023	10/30/2023		6437L · PROGRAMS (LIT)	-204.00
TOTAL					<u>-204.00</u>
<b>Bill Pmt -Check</b>	<b>66618</b>	<b>11/27/2023</b>	<b>Rosalia, Kerri - Library Dir</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	NYLA Conf Nov2023	11/15/2023		6435D · CED, CONF & TRAVEL (ADM)	-753.95
TOTAL					<u>-753.95</u>
<b>Bill Pmt -Check</b>	<b>66619</b>	<b>11/27/2023</b>	<b>S&amp;S Worldwide Inc.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	IN101289064	10/25/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-64.65
TOTAL					<u>-64.65</u>
<b>Bill Pmt -Check</b>	<b>1441</b>	<b>11/27/2023</b>	<b>Sandpebble Preconstruction Inc.</b>	<b>L0229 - FLUSHING BANK - BOND Referendum</b>	
Bill	PostRef ProjReq 43	11/08/2023		7500 · BUILDING IMPROVEMENTS	-8,075.25
				7500 · BUILDING IMPROVEMENTS	-12,537.00
				7500 · BUILDING IMPROVEMENTS	-90,573.35
TOTAL					<u>-111,185.60</u>



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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66620</b>	<b>11/27/2023</b>	<b>Sapio, Miranda B.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-476.00
TOTAL					<u>-476.00</u>
<b>Bill Pmt -Check</b>	<b>1442</b>	<b>11/27/2023</b>	<b>Schindler Elevator Corporation</b>	<b>L0229 - FLUSHING BANK - BOND Referendum</b>	
Bill	App 2 Elevator MainL	10/27/2023		7500 - BUILDING IMPROVEMENTS	-80,133.36
TOTAL					<u>-80,133.36</u>
<b>Bill Pmt -Check</b>	<b>66621</b>	<b>11/27/2023</b>	<b>School Health Corporation</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	4276420-00	11/03/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-3,586.74
Bill	4276420-01	11/13/2023		6430G - OFFICE AND LIBRARY SUPPLIES	-102.60
TOTAL					<u>-3,689.34</u>
<b>Bill Pmt -Check</b>	<b>66622</b>	<b>11/27/2023</b>	<b>Searles Graphics, Inc.</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	22140	10/26/2023		6434G - PRINTING (GEN)	-11,628.00
TOTAL					<u>-11,628.00</u>
<b>Bill Pmt -Check</b>	<b>66623</b>	<b>11/27/2023</b>	<b>Sevilla, Lorgia Ana</b>	<b>L0225 - FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L - PROGRAMS (LIT)	-774.25
TOTAL					<u>-774.25</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66624</b>	<b>11/27/2023</b>	<b>Shattes, Krista</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110723	11/07/2023		6437A · PROGRAMS (ADULT)	-100.00
Bill	111423	11/14/2023		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>66625</b>	<b>11/27/2023</b>	<b>Sievers, Sandra D.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110823	11/08/2023		6437A · PROGRAMS (ADULT)	-100.00
TOTAL					<u>-100.00</u>
<b>Bill Pmt -Check</b>	<b>66626</b>	<b>11/27/2023</b>	<b>Snead Esq, Jeffrey Lee</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	2590	11/15/2023		6437P4 · ATTORNEY	-2,320.00
Bill	2591	11/15/2023		6437P4 · ATTORNEY	-390.00
TOTAL					<u>-2,710.00</u>
<b>Bill Pmt -Check</b>	<b>66627</b>	<b>11/27/2023</b>	<b>South Shore Press, Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	L15563	10/18/2023		643765 · PROMOTION AND PUBLICITY	-239.50
TOTAL					<u>-239.50</u>
<b>Bill Pmt -Check</b>	<b>66628</b>	<b>11/27/2023</b>	<b>Staples Advantage</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	8072001346	10/20/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-163.11
				6437C · PROGRAMS (C&P)	-27.70
Bill	8072075533	10/27/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-212.85
Bill	8072171678	11/03/2023		7203N · EQUIPMENT TEEN	-1,193.28
				6451G · CUSTODIAL SUPPLIES	-213.92
TOTAL					<u>-1,810.86</u>

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Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	66629	11/27/2023	Suazo Giron, Ashley J	L0225 · FLUSHING BANK - OPERATING	
Bill	110223	11/02/2023		6437L · PROGRAMS (LIT)	-552.50
TOTAL					<u>-552.50</u>
Bill Pmt -Check	66630	11/27/2023	Suffolk Cooperative Library System	L0225 · FLUSHING BANK - OPERATING	
Bill	90729 TitleSource360	11/01/2023		6411A · MICRO/REF CD (ADULT)	-809.24
				6411N · MICRO/REF CD (TEEN)	-809.23
				6419T · SOFTWARE (TECH)	-809.23
TOTAL					<u>-2,427.70</u>
Bill Pmt -Check	66631	11/27/2023	Suffolk Cooperative Library System	L0225 · FLUSHING BANK - OPERATING	
Bill	90785 LearningExpres	11/13/2023		6411C · MICRO/REF CD (C&P)	-2,087.00
				6411A · MICRO/REF CD (ADULT)	-2,087.00
				6411N · MICRO/REF CD (TEEN)	-2,087.00
TOTAL					<u>-6,261.00</u>
Bill Pmt -Check	66632	11/27/2023	Suffolk Cooperative Library System	L0225 · FLUSHING BANK - OPERATING	
Bill	90809 DataAxle	11/13/2023		6411A · MICRO/REF CD (ADULT)	-6,750.00
TOTAL					<u>-6,750.00</u>
Bill Pmt -Check	66633	11/27/2023	True Nature Landscaping - NghbrhdRd MB	L0225 · FLUSHING BANK - OPERATING	
Bill	178820	11/02/2023		6452G · BLDG ALTERATION AND MAINT	-920.00
TOTAL					<u>-920.00</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66634</b>	<b>11/27/2023</b>	<b>Vail, Amy</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	102323	10/23/2023		6437C · PROGRAMS (C&P)	-225.00
TOTAL					<u>-225.00</u>
<b>Bill Pmt -Check</b>	<b>66635</b>	<b>11/27/2023</b>	<b>Vergara, Josmary A.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	110223	11/02/2023		6437L · PROGRAMS (LIT)	-272.00
TOTAL					<u>-272.00</u>
<b>Bill Pmt -Check</b>	<b>66636</b>	<b>11/27/2023</b>	<b>W. B. Mason Co., Inc.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	241444668	09/27/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-480.87
Bill	242456346	11/09/2023		6430G · OFFICE AND LIBRARY SUPPLIES	-197.94
TOTAL					<u>-678.81</u>
<b>Bill Pmt -Check</b>	<b>66637</b>	<b>11/27/2023</b>	<b>William Floyd High School Yearbook</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	2024 WFHS Yearbooks	10/24/2023		6410A · BOOKS (ADULT)	-200.00
TOTAL					<u>-200.00</u>
<b>Bill Pmt -Check</b>	<b>66638</b>	<b>11/27/2023</b>	<b>William Floyd Union Free School District</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	Bond Int 2021 & 2023	11/15/2023		6701 · BOND INTEREST	-107,159.38
				6701 · BOND INTEREST	-352,800.97
TOTAL					<u>-459,960.35</u>

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Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>66639</b>	<b>11/27/2023</b>	<b>Wilson, Alexander B.</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	101823 adults	10/18/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	102523 adults	10/25/2023		6437A · PROGRAMS (ADULT)	-80.00
Bill	102523 teens	10/25/2023		6437N · PROGRAMS (TEEN)	-40.00
Bill	110823 teens	11/08/2023		6437N · PROGRAMS (TEEN)	-40.00
Bill	110823 adults	11/08/2023		6437A · PROGRAMS (ADULT)	-80.00
TOTAL					<u>-320.00</u>
<b>Bill Pmt -Check</b>	<b>1443</b>	<b>11/27/2023</b>	<b>Winters Bros. Hauling of LI, LLC</b>	<b>L0229 · FLUSHING BANK - BOND Referendum</b>	
Bill	3469710 MainLib	09/23/2023		7500 · BUILDING IMPROVEMENTS	-605.00
Bill	3521608 MainLib	10/21/2023		7500 · BUILDING IMPROVEMENTS	-605.00
Bill	3564013 MainLib	11/04/2023		7500 · BUILDING IMPROVEMENTS	-605.00
TOTAL					<u>-1,815.00</u>
<b>Bill Pmt -Check</b>	<b>66640</b>	<b>11/27/2023</b>	<b>Winters Bros. Hauling of LI, LLC</b>	<b>L0225 · FLUSHING BANK - OPERATING</b>	
Bill	003544358 MBch	10/31/2023		6432G · CARTAGE	-235.00
Bill	003544983 Moriches	10/31/2023		6432G · CARTAGE	-235.00
TOTAL					<u>-470.00</u>

**I hereby certify that at a meeting on November 27, 2023  
the above vouchers were approved and authorized.**

**Signed: \_\_\_\_\_ -2,146,629.28**

**Mastics Moriches Shirley Community Library**  
**November 7, 2023**  
**Payroll Benefits Warrant**

	Type	Num	Date	Name	Account	Paid Amount
	<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>11/10/2023</b>	<b>1094 The NYS Deferred Compensation Plan</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11102023	11/10/2023		L0173 · 457B NYS DEFERRED COMP	\$ (2,460.46)
						<u>\$ (2,460.46)</u>
	<b>Bill Pmt -Check</b>	<b>7620</b>	<b>11/10/2023</b>	<b>1095 Met Life</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11102023	11/10/2023		L0171 · 403B MET LIFE	\$ (1,700.00)
						<u>\$ (1,700.00)</u>
	<b>Bill Pmt -Check</b>	<b>7621</b>	<b>11/10/2023</b>	<b>1096.1 Empower Life &amp; Annuity Ins. Co. NY</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11102023	11/10/2023		L0172 · 403B PRUDENTIAL	\$ (100.00)
						<u>\$ (100.00)</u>
	<b>Bill Pmt -Check</b>	<b>7622</b>	<b>11/10/2023</b>	<b>1098 State Of NY Department of Civil Serv</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	600	11/10/2023		9060 · MEDICAL INSURANCE	\$ (91,853.69)
						<u>\$ (91,853.69)</u>
	<b>Bill Pmt -Check</b>	<b>7623-7642</b>	<b>11/10/2023</b>	<b>Medicare Reimbursements</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL					9060 · MEDICAL INSURANCE	\$ (5,380.26)
						<u>\$ (5,380.25)</u>
	<b>Bill Pmt -Check</b>	<b>7643</b>	<b>11/10/2023</b>	<b>1114 Hartford Insurance Company</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	414287147256	11/10/2023		L0196 · LONG TER	\$ (148.00)
					9055 · DISABILTY INSURANCE	\$ (1,576.04)
						<u>\$ (1,724.04)</u>
	<b>Bill Pmt -Check</b>	<b>7644</b>	<b>11/10/2023</b>	<b>CSEA, Inc.</b>	<b>L0226 · FLUSHING BANK - PAYROLL</b>	
TOTAL	Bill	11102023	11/10/2023		L0500 · CSEA UNION DUES	\$ (1,385.11)
						<u>\$ (1,385.11)</u>
	<b>TOTAL</b>					<b>\$ (104,603.56)</b>

I hereby certify that at a meeting of the board on \_\_\_\_\_  
the above vouchers were approved and authorized.

Signed: \_\_\_\_\_  
Title: Secretary

## Director's Report

November 2023

### Building Project Updates

- New window frames and glass have been delivered and install should be complete by the end of the month.
- New exterior doors have come in and install will be complete prior by early December.
- All but one of the HVAC roof top units have been delivered and installed on the roof.
- PSEGLI delivered and installed a new transformer and permanent power is now available in the building;
- The balance of siding and trim work can now be completed around the building.
- New domestic water main & fire sprinkler service has been installed by the SCWA and the National Grid has prepped the new gas meter, and the building is ready to receive gas service once there is a heating load.
- Both elevators have been delivered and the install has started on the first elevator.
- Electrical rough-in and IT wiring will continue over the next month.
- All steel fireproofing work an touchup is now complete.
- Interior framing is nearing completion and contractors are continuing with insulation, drywall and spackle work.
- Layout and install of the ceiling grid should begin.
- Flooring, ceramic tile, and built-in furniture bids have been awarded. We are working with our administrators to review the remaining furniture selections before finalizing the plans. We are also evaluating the quantity and type of shelving in storage for re-use in the main facility.

### Safety and Security

We worked to finalize the revision of our Emergency Manual for staff. Thanks to our team of Steve Burg, Tara Damato, Kathi Bertos and Sara Roye for assisting with this project. An updated plan is available on our staff web page and print copies are being delivered to the branches. Now that this document is easily updated we can begin to work on the additions required for the main library.

Tara and I met with security and safety consultant Michael Griffin to obtain a proposal for staff training on our procedures and drills for emergencies. We have worked with Mr. Griffin prior to the main library facility closing for renovations. Both administrators and employees found him to be an excellent resource. We need to ensure all of our employees are trained properly on how to handle emergency situations ranging from missing children to building lock-outs/lock-ins and everything in-between. Mr. Griffin's proposal includes both in-person group trainings with all our employees, as well as actual practice drills, and regular updates for existing employees and new hires. A copy of the proposal is included with my report.

Flooring, ceramic tile, and built-in furniture bids have been awarded. Our library administration, in collaboration with department heads, is diligently finalizing the details for shelving placement and service desk designs

### Programs

Our staff have undertaken a number of large programs at the Moriches Branch. Both the Haunted Library Program and the Renaissance Fair were very successful. The outdoor space at Moriches continues to be a tremendous asset to the Library.

### Grants

We are extremely excited to confirm that we are the recipient of a 1 million dollar grant award from Suffolk County for our outdoor program space planned for 366 Neighborhood Road in Mastic Beach. We extend our thanks to our grant writer Chris Kempner of Peconic Solutions for identifying and applying for this grant on our behalf. Our appreciation also extends to County Executive Bellone and Suffolk County Legislator Jim Mazarella for their support of this grant award. We are working on setting up a photo and press release for a January Newsletter article. Our first meeting with Brookhaven Town on this project is being scheduled for early December.

This project was also greenlighted for a 200k grant from NYS as noted previously.

### Planning

We continue to work with our department heads on their strategic planning documents for 2024. These plans include projections for operating all three facilities in FY 2024-2025. We will update the Library-wide plan as well. In order to gain patron input we are in the process of designing a customer survey.

### NYLA

Thank you for the opportunity to attend the New York State Library Association conference in Saratoga Springs, NY. It was an excellent opportunity to learn about library issues across NYS, as well as learn from colleagues about best practices, emerging technology, and dynamic services and programs for public library patrons.





The Griffin Group Global, LLC  
26 Benjamin Ave.  
East Moriches, NY 11940

November 20, 2023  
Kerri Rosalia, Director  
Mastics-Moriches-Shirley Community Library  
407 William Floyd Pkwy  
Shirley, NY 11967  
YYi@jaffecos.com

Re: Safety and Security Training Proposal

Dear Ms. Rosalia,

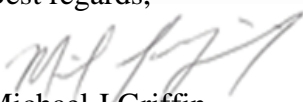
I want to thank you and Tara for meeting with me this past Thursday and for giving me the opportunity to propose safety and security training and consulting services for the staff of the Mastics-Moriches-Shirley Community Library at all locations. The Griffin Group Global will provide a series of training sessions and exercises based upon the policies and procedures currently in place and recommend potential enhancements based on our initial review of your documents or may arise as lessons learned from the training program.

This proposal contains details regarding the scope of work, proposed project approach and pricing information. It also contains information about the Griffin Group Global and my 20-year history as a security professional serving commercial properties, high-end distribution warehouses, data center facilities, pharmaceutical companies, schools, libraries, universities and U.S. and foreign governments.

This proposal is designed for me to conduct an initial review of policies, deliver interactive classroom style training, and then conduct tabletop exercises and/or live drills. This proposal further includes an annual maintenance and training approach to ensure we build a sustainable program. Relying on my past experience with your organization I am confident we can establish an impactful program.

I am readily available if you need clarification or additional information. I can be reached by email at mgriffin@thegrifingroupglobal.com or by phone at (516)- 480-0715. Thank you for the opportunity to assist you in creating an enhanced safety and security environment at all of your locations.

Best regards,



Michael J Griffin  
Owner, The Griffin Group Global

Proposal for Delivery of  
Safety and Security Training and Consulting

For

**Mastics-Moriches-Shirley Community  
Library**



Presented by  
The Griffin Group Global, LLC



November 20, 2023

## **Proposed Scope of Work:**

The Griffin Group Global will develop and deliver a training program for all library staff personally managed and conducted by Michael Griffin as follows:

1. Conduct initial review of existing documentation and make recommendations as needed:
  - a. MMSCL Emergency Manual
  - b. Inappropriate Behavior Standards and Procedures
  - c. Library Risk Assessment
  - d. Incident Reports
  
2. Conduct Classroom Style Training with staff on the following topics or others as determined by the Director:
  - a. General Safety/Security
    - i. Awareness
    - ii. Procedures
    - iii. Roles and responsibilities (Managers, Library Staff, Security Staff)
  - b. Active Shooter
    - i. Run/Hide/Fight
    - ii. Responsibility for minors
    - iii. Responsibility for adult patrons
  
3. Facilitation of tabletop and/or live drills on selected topics below, as determined by the Director.
  - a. Lockout: Selected scenario will require staff to initiate a lockout.
  - b. Lockdown: Selected scenario will require staff to initiate a lockdown.
  - c. Active Shooter/Armed Intruder: Staff will be presented with a scenario that simulates (via verbal description; not live action simulation) an Active Shooter within the building and will require staff to take action based upon the situation they face.
  - d. Code Adam: Tabletop Scenario surrounding a missing child
  - e. Evacuation: Live Drill
  
4. Development of After-Action Reports for all training and drills.
  - a. Draft of new Security Staff Standard Operating Procedures and Post Orders.
  
5. Support of annual sustainment program through quarterly review meetings, semi-annual drills and additional training as requested.

**Proposed Timeline:**

- November – Document Review
- December (and January if needed) – Classroom Training
- January/April/July/October planning meetings with Director and Assistant Director
- March/April – Drill(s)
- September/October – Drill(s)

**Proposed Project Approach:**

The Griffin Group Global will provide approximately 12 classroom training sessions to targeted groups at times and locations to be determined by the Director. Following the completion of the training session, tabletop drills will be facilitated as determined by the Director. The estimated training sessions are detailed below:

Group	Estimated Number of Personnel	Estimated Number of Training Sessions	Specific Level of Training
Management	12	2	Roles and Responsibilities
Library Staff	75	4	Roles and Responsibilities
Library Pages	10	2	Awareness
Security Staff	20	4	Roles and Responsibilities
Total	117	12	

**Price Proposal:** \$6,300.

- Price includes all meetings, training and drills as detailed below. Minor tasks associated with the annual maintenance will not be billed as additional.
- Training sessions less than the estimated 12 would be deducted from the quarterly bill.
- Additional Training sessions, drills, or plan development beyond the details in the table below will be billed additionally at the \$175/hour rate.

<b>Mastics-Moriches-Shirley Library Security Training, Drills and Maintenance</b>			
<b>Process</b>	<b>rate/hr.</b>	<b>Hours</b>	<b>Total</b>
Initial Document Review	\$ 175.00	2	\$ 350.00
Training Development	\$ 175.00	2	\$ 350.00
Session 1	\$ 175.00	0.5	\$ 87.50
Session 2	\$ 175.00	0.5	\$ 87.50
Session 3	\$ 175.00	0.5	\$ 87.50
Session 4	\$ 175.00	0.5	\$ 87.50
Session 5	\$ 175.00	0.5	\$ 87.50
Session 6	\$ 175.00	0.5	\$ 87.50
Session 7	\$ 175.00	0.5	\$ 87.50
Session 8	\$ 175.00	0.5	\$ 87.50
Session 9	\$ 175.00	0.5	\$ 87.50
Session 10	\$ 175.00	0.5	\$ 87.50
Session 11	\$ 175.00	0.5	\$ 87.50
Session 12	\$ 175.00	0.5	\$ 87.50
Security Procedures and Post Order Development	\$ 175.00	8	\$ 1,400.00
Spring Drill Planning	\$ 175.00	3	\$ 525.00
Drill 1	\$ 175.00	1	\$ 175.00
Drill 2	\$ 175.00	1	\$ 175.00
Fall Drill Planning	\$ 175.00	3	\$ 525.00
Drill 3	\$ 175.00	1	\$ 175.00
Drill 4	\$ 175.00	1	\$ 175.00
Quarterly Meetings (2 hrs. of meeting and prep/notes)	\$ 175.00	8	\$ 1,400.00
<b>Project Total</b>			<b>\$ 6,300.00</b>

**Payment Cycle:**

February/May/August/November 2024

Quarterly Payments Billed at the end of each three-month period: \$1,575.00

Rate modified based on actual work hours as approved by the Director



THE GRIFFIN GROUP GLOBAL

## **About The Griffin Group Global, LLC:**

The Griffin Group Global is a consultancy based on Long Island, New York that provides superb security planning, training and operational services for corporate and government clients around the world in the areas of security, business continuity and operational training.

The Griffin Group Global's comprehensive consulting services consist of risk and vulnerability assessment, counterterrorism threat and intelligence analysis, business continuity and emergency management planning and exercises, security planning and training and physical security program design. We also offer complete security systems design and integration, continuity of operations planning, and security program audits.

The Griffin Group Global has access to a team of expert operators, investigators and instructors from military, law enforcement and private security bringing a vast array of experience from operating and training in the United States, South America, Europe, Middle East and North Africa and Far East Asia.

The Griffin Group Global President, Michael J. Griffin has 20 years' experience in emergency planning and security consulting coupled with a 23-year career in the United States Coast Guard and Coast Guard Reserve. Past and current clients include, but are not limited to, financial institutions, property management firms, distribution warehouses, pharmaceutical companies, state and local government agencies, and international governmental and private clients in Europe, the Middle East and Africa.

### **Project Point of Contact:**

Michael J Griffin  
Mgriffin@TheGriffinGroupGlobal.com  
516-480-0715





**Michael J. Griffin** is the founder of The Griffin Group Global and has extensive experience in military, maritime security, crisis management, strategic planning, training and emergency preparedness, corporate security and C-Suite level management. This includes 23 years as a Commissioned Officer in the United States Coast Guard (USCG) acting in multiple capacities including Sector Senior Reserve Officer, NORTHCOM Branch Chief in a Joint Department of Defense Transportation Command, Maritime Port Security Officer, ICS Planning Section Chief, Intelligence Officer, Law Enforcement Officer, Homeland Security Coordinator and Readiness Planner.

Michael played a central role in the formulation of Emergency Response Plans in conjunction with various state and local government agencies since 9/11 and has developed numerous emergency plans for a variety of public and private sector organizations. Upon assignment to New York City in 2003 he was responsible for the development of all-hazards ICS emergency plans for USCG Sector New York. He led the planning, development and execution of all COOP planning elements and was the lead USCG liaison for development of maritime security plans for port operations during the 2004 Republican National Convention in New York City. He was responsible for field coordination with Federal, State and local law enforcement and emergency management partners. In 2006, Commander Griffin was called back to government service as the Situation Unit Leader for the Joint Field Office (JFO) in Louisiana following Hurricane Katrina where he managed an interagency team during a 3-month initiative to develop a new situational awareness and information node for incorporation in existing operational constructs.

Michael co-founded Strategic Planning Partners in 2005 where he spent 10 years managing programs, delivering services, and building safety, security and training models in the United States and overseas. After selling SPP, he founded MJG Global, a specialized security company that provided planning, training and operational services for corporate and government clients worldwide. In 2018 MJG Global was acquired by Silverseal and Michael became the COO of Silverseal, overseeing a \$40 million annual revenue with 600 employees worldwide. After 4 ½ years as a corporate executive and successful diversification of Silverseal's client base, Michael left in early 2023 to establish the Griffin Group Global and refocus solely on consulting services.

The Griffin Group Global team is comprised of retired officers and officials from various police departments around the U.S, as well as officials from Federal and State law enforcement agencies and all branches of the United States Military. The Griffin Group Global's comprehensive consulting services consist of business continuity and emergency preparedness planning, counterterrorism threat and intelligence analysis, risk and vulnerability assessment, and physical security program design and training.

Michael Griffin holds a Bachelor of Science in Government from the United States Coast Guard Academy and a Master of Science in Disaster and Emergency Management for Touro University.

[www.TheGriffinGroupGlobal.com](http://www.TheGriffinGroupGlobal.com)

# Summary

	July	August	September	October	YTD Total
<b>Patron Visits Totals:</b>	<b>10,522</b>	<b>12,203</b>	<b>12,503</b>	<b>13,108</b>	<b>48,336</b>
<b>Website Visits</b>	<b>11,059</b>	<b>14,088</b>	<b>0</b>	<b>0</b>	<b>25,147</b>
<b>Circulation all branches</b>	<b>21,113</b>	<b>21,352</b>	<b>20,471</b>	<b>20,845</b>	<b>83,781</b>
Digital Circulation	8,920	8,444	8,812	#REF!	#REF!
<b>Computer Usage</b>	<b>1,149</b>	<b>1,300</b>	<b>1,302</b>	<b>1,296</b>	<b>5,047</b>
Adult	838	997	949	922	3,706
Children's	162	225	127	173	687
Teen	149	78	226	201	654
Public Wireless	0	0	0	0	0
Fax/Copy/email service	702	713	550	646	2,611
<b>Reference Questions</b>	<b>1,109</b>	<b>1,193</b>	<b>1,049</b>	<b>1,034</b>	<b>4,385</b>
Adult	632	682	720	745	2,779
Children's	441	442	289	250	1,422
Teen	36	69	40	39	184
<b>Other Questions</b>	<b>3,185</b>	<b>3,397</b>	<b>2,361</b>	<b>2,637</b>	<b>11,580</b>
Adult	1,114	1,227	1,123	1,188	4,652
Children's	1,802	1,768	963	1,223	5,756
Teen	269	402	275	226	1,172
<b>Programs, Total In-House Attendance</b>	<b>1,800</b>	<b>5,278</b>	<b>1,205</b>	<b>1,778</b>	<b>10,061</b>
<b>Programs, Total In-House Sessions</b>	<b>329</b>	<b>373</b>	<b>503</b>	<b>138</b>	<b>1,343</b>
Total Adult Attendance	425	664	428	451	1,968
Total Adult # of Sessions	47	50	47	46	190
Total Children's Attendance	1,253	4,579	709	1,143	7,684
Total Children's # of Sessions	37	57	42	62	198
Total Teen Attendance	89	0	24	184	297
Total Teen # of Sessions	59	0	85	30	174



Total Community Services Attendance	0	0	0	0	-
Total Community Services # of Sessions	0	0	0	0	-
Total Outside Organizations Attendance	33	35	44	0	112
Total Outside Organizations # of Sessions	186	266	329	0	781

<b>Library Wide</b>	July	August	September	YTD Total
<b>Website Visits</b>	<b>11,059</b>	<b>14,088</b>		<b>25,147</b>
Adult	13	17		30
Children's	36	59		95
Teen	43	44		87
Program Calendar	-	-		-
Library Link	304	443		747
CommunityLibrary.org	7,577	9,058		16,635
Facebook	3230	2977	3480	12,904
Mobile App	832	843	834	3,264
instagram	1980	7216	2696	13,214
<b>Circulation</b>	<b>15,721</b>	<b>16,408</b>	<b>16,453</b>	<b>65,051</b>
Express Lane Checkouts & renewals	847	937	696	3,242
Renewals by patrons (web)	5,827	6,907	6,849	26,536
Museum Pass Checkouts	127	120	96	424
eBook Checkouts	3779	4001	3977	15,567
Movie Streams/Downloads	693	679	718	2,952
Music Streams/Downloads	2,009	1,344	1,643	6,433
eAudiobook Checkouts	2281	2246	2322	9,192
eMagazine Checkouts	158	174	152	705
ILLs out	197	246	214	913
ILLs in	930	926	950	3,685
Holds	1,626	1,272	1,604	6,065
Filled Holds	1,125	1,174	1,187	4,623
New/Renewed Contract Patrons	122	74	27	268
<b>Reference Questions</b>	<b>65</b>	<b>70</b>	<b>43</b>	<b>238</b>
Chat Reference	65	70	43	238
<b>Programs, Offsite Attendance</b>	<b>453</b>	<b>4,001</b>	<b>3,532</b>	<b>9,145</b>
<b>Programs, Offsite Sessions</b>	<b>310</b>	<b>26</b>	<b>21</b>	<b>372</b>
Adult	233	2,988	68	3,382

Adult # of Sessions	9	11	6		36
Children's	217	1,013	3,464		5,760
Children's # of Sessions	9	15	15		44
Teen	3				3
Teen # of Sessions	292				292
Community Services					-
Community Services # of Sessions					-
Outside Organizations					-
Outside Organizations # of Sessions					-
<b>Programs, Digital Attendance</b>	<b>19</b>	<b>26</b>	<b>19</b>		<b>94</b>
<b>Programs, Digital Sessions</b>	<b>6</b>	<b>5</b>	<b>4</b>		<b>20</b>
Adult					-
Adult # of Sessions					-
Children's	19	26	19		94
Children's # of Sessions	6	5	4		20
Teen					-
Teen # of Sessions					-
Community Services					-
Community Services # of Sessions					-
Outside Organizations					-
Outside Organizations # of Sessions					-
<b>Programs, Literacy Attendance</b>	<b>747</b>	<b>499</b>	<b>236</b>		<b>1,482</b>
<b>Programs, Literacy Sessions</b>	<b>114</b>	<b>84</b>	<b>27</b>		<b>225</b>
In-house Attendance					-
In-house Children's Attendance					-
In-house # of Sessions					-
Offsite attendance, Adult	465	311	188		964
Offsite Children's Attendance, Toddler	145	96	22		263
Offsite Children's Attendance, School Age	137	92	26		255
Offsite # of sessions, Adults	42	32	14		
Offsite # of sessions, Children	72	52	13		137

<b>Programs, Digital Literacy Attendance</b>	<b>89</b>	<b>74</b>	<b>41</b>		<b>204</b>
<b>Programs, Digital Literacy Sessions</b>	<b>9</b>	<b>9</b>	<b>3</b>		<b>21</b>
Adult Attendance	89	74	41		204
# of Sessions	9	9	3		21
<b>Hours of Instruction, Literacy in-house</b>					-
<b>Hours of Instruction, Literacy offsite</b>					-

<b>Mastic Beach</b>		July	August	September	October	YTD Total
<b>Patron Visits</b>		<b>6,616</b>	<b>7,049</b>	<b>6,936</b>	<b>7,066</b>	<b>27,667</b>
	count	6,616	7,049	6,936	7,066	
<b>Circulation</b>		<b>3,006</b>	<b>2,699</b>	<b>2,168</b>	<b>2,691</b>	<b>10,564</b>
	Staff assisted checkouts & renewals	3,006	2,699	2,168	2,691	10,564
	New Library Cards	177	178	284	263	902
<b>Computer Usage</b>		<b>814</b>	<b>941</b>	<b>948</b>	<b>945</b>	<b>3,648</b>
	Adult	630	710	701	666	2,707
	Children's	93	153	85	123	454
	Teen	91	78	162	156	487
	Public Wireless					0
	Fax/Copy/email service	417	476	362	445	1,700
<b>Reference Questions</b>		<b>625</b>	<b>556</b>	<b>470</b>	<b>485</b>	<b>2,136</b>
	Adult	354	331	347	345	1,377
	Children's	237	191	111	118	657
	Teen	34	34	12	22	102
<b>Other Questions</b>		<b>1,915</b>	<b>1,931</b>	<b>1,176</b>	<b>1,394</b>	<b>6,416</b>
	Adult	656	656	578	643	2,533
	Children's	1,098	1,010	419	570	3,097
	Teen	161	265	179	181	786
<b>Programs, Attendance</b>		<b>939</b>	<b>2,411</b>	<b>604</b>	<b>579</b>	<b>4,533</b>
<b>Programs, Sessions</b>		<b>261</b>	<b>319</b>	<b>443</b>	<b>72</b>	<b>1,095</b>
	Adult	79	49	83	62	273
	Adult # of Sessions	29	28	24	26	107
	Children's	762	2,327	477	475	4,041
	Children's # of Sessions	20	25	25	30	100
	Teen	65			42	107
	Teen # of Sessions	26		65	16	107

Community Services						-
Community Services # of Sessions						-
Outside Organizations	33	35	44			112
Outside Organizations # of Sessions	186	266	329			781

<b>Moriches</b>	July	August	September	October	YTD Total
<b>Patron Visits</b>	<b>3,906</b>	<b>5,154</b>	<b>5,567</b>	<b>6,042</b>	<b>20,669</b>
count	3,906	5,154	5,567	6,042	20,669
<b>Circulation</b>	<b>2,386</b>	<b>2,245</b>	<b>1,850</b>	<b>1,685</b>	<b>8,166</b>
Staff assisted checkouts & renewals	2,386	2,245	1,850	1,685	8,166
New Library Cards	104	129	138	121	492
<b>Computer Usage</b>	<b>335</b>	<b>359</b>	<b>354</b>	<b>351</b>	<b>1,399</b>
Adult	208	287	248	256	999
Children's	69	72	42	50	233
Teen	58		64	45	167
Public Wireless					0
Fax/Copy/email service	285	237	188	201	911
<b>Reference Questions</b>	<b>441</b>	<b>585</b>	<b>493</b>	<b>449</b>	<b>1,968</b>
Adult	235	299	287	300	1,121
Children's	204	251	178	132	765
Teen	2	35	28	17	82
<b>Other Questions</b>	<b>1,141</b>	<b>1,264</b>	<b>1,000</b>	<b>1,076</b>	<b>4,481</b>
Adult	329	369	360	378	1,436
Children's	704	758	544	653	2,659
Teen	108	137	96	45	386
<b>Programs, Attendance</b>	<b>786</b>	<b>2,766</b>	<b>417</b>	<b>1,042</b>	<b>5,011</b>
<b>Programs, Sessions</b>	<b>63</b>	<b>47</b>	<b>49</b>	<b>59</b>	<b>218</b>
Adult	271	514	161	246	1,192
Adult # of Sessions	13	15	12	14	54
Children's	491	2,252	232	654	3,629
Children's # of Sessions	17	32	17	31	97
Teen	24		24	142	190
Teen # of Sessions	33		20	14	67

Community Services						-
Community Services # of Sessions						-
Outside Organizations	0	-	-			-
Outside Organizations # of Sessions	0	-	-			-



<b>Tech Center</b>		July	August	September	October	YTD Total
<b>Patron Visits</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
	count					
<b>Circulation</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Staff assisted checkouts & renewals					0
	New Library Cards					0
<b>Computer Usage</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Adult					0
	Children's					0
	Teen					0
	Public Wireless					0
	Fax/Copy/email service					0
<b>Reference Questions</b>		<b>43</b>	<b>52</b>	<b>86</b>	<b>100</b>	<b>281</b>
	Adult	43	52	86	100	281
	Children's					-
	Teen					-
<b>Other Questions</b>		<b>129</b>	<b>202</b>	<b>185</b>	<b>167</b>	<b>683</b>
	Adult	129	202	185	167	683
	Children's					-
	Teen					-
<b>Programs, Attendance</b>		<b>75</b>	<b>101</b>	<b>184</b>	<b>157</b>	<b>517</b>
<b>Programs, Sessions</b>		<b>5</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>30</b>
	Adult	75	101	184	143	503
	Adult # of Sessions	5	7	11	6	29
	Children's		-		14	14
	Children's # of Sessions		-		1	1
	Teen					-
	Teen # of Sessions					-

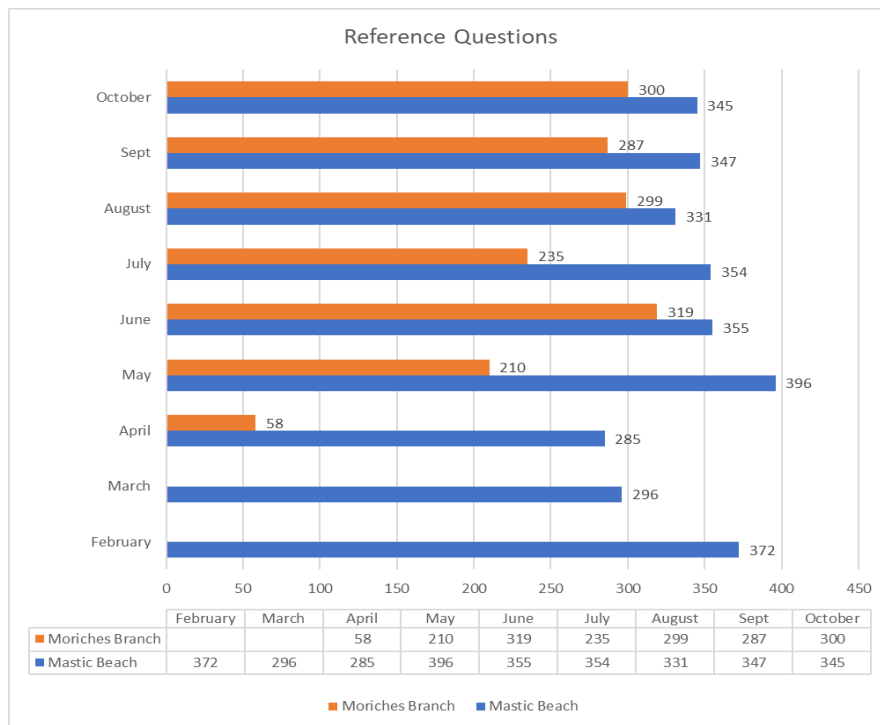
Community Services						-
Community Services # of Sessions						-
Outside Organizations						-
Outside Organizations # of Sessions						-

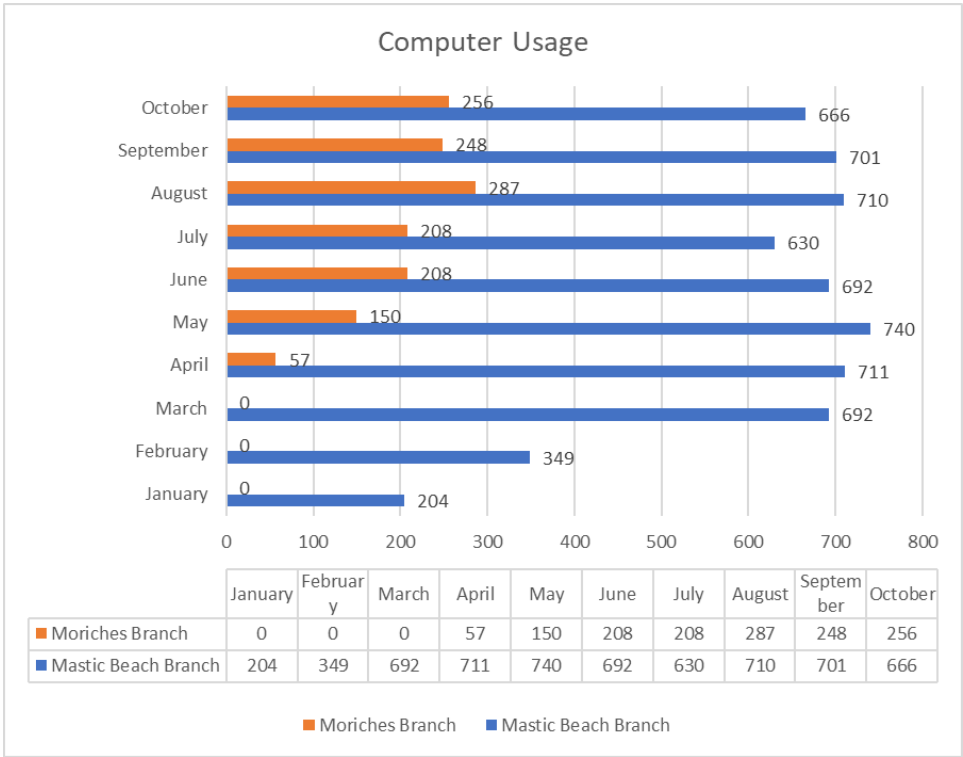
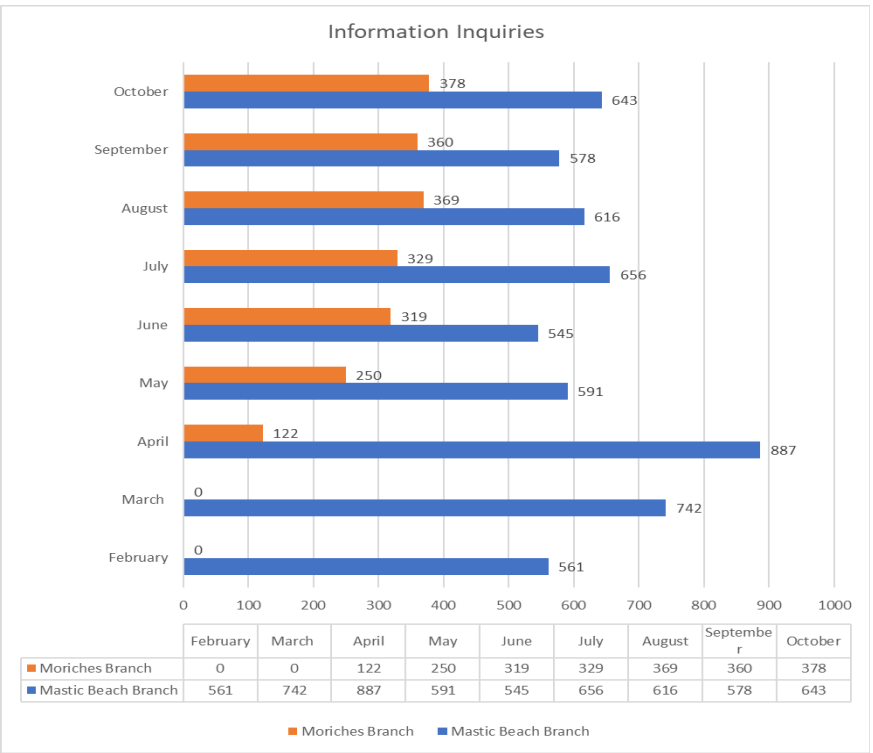
## RASD November 2023 Board Report

Submitted by Kerrilynn Jorgensen

I had the opportunity to attend the virtual Internet Librarian Connect Conference from October 16<sup>th</sup>-19<sup>th</sup>. A session titled “Going All Digital: Transition Journey” reported specifically on the changes at Bryant & Stratton College. Their library services have undergone a significant realignment, transitioning from traditional print collections housed in physical campus libraries, each staffed with a librarian, to an entire virtual setup. Now, their four librarians operate remotely to cater to campuses in Ohio, New York, Virginia, and Wisconsin. This presentation delved into the various aspects of library service and administration that have been adjusted to facilitate this shift. It explored how participation in the LibAnswers virtual reference service has been utilized to provide round-the-clock reference support to the BSC community. Additionally, it discussed the liquidation of print collections, the repurposing of physical library spaces into campus learning centers, the redesign of LibGuides across the BSC system to seamlessly integrate into a unified virtual library site serving all campuses, and the reorientation of communication among librarians and faculty/administration to foster an open and continuous exchange of ideas. Many aspects of this resonate with the challenges we faced at the Mastic-Moriches-Shirley Community Library while navigating through the COVID-19 pandemic.

### Reference and Adult Services Statistics





Teen Services Board Report

October 2023

Erika Irish

Mastic Beach

Reference: 22

Other: 181

Computers: 156

Program Sessions: 16

Program Attendance: 42

Moriches

Reference: 17

Other: 45

Computers: 45

Program Sessions: 14

Program Attendance: 142

In October, we began our partnership with the William Floyd Middle School, we are offering 3 clubs weekly for the students from 3-4p on Monday (anime club), Wednesday (art club) and Thursday (book club). They have all been well attended and the students and staff are enjoying themselves.

Special Education classes from the High School have resumed their visits to the library, they go to the Moriches branch. They have missed coming to us and we have missed seeing them,

At the end of October, the library held the library wide Haunted Library program. 115 people walked through the Moriches Branch while they were “scared” by staff. Tom Casper, Steve Burg, Samantha Quinn, and Catherine Gorden put together another successful event.

Community Service continues to be some of our most attended programs, with rock painting and seed counting being among the most popular. The rocks painted are put in front of Mastic Beach in the “rock garden”, with the seeds that have been counted being put in envelopes for when we begin the seed library.



## DIGITAL SERVICES DEPARTMENT

November 2023

Compiled by: Stephen Burg

Over the past month, The Digital Services Department conducted four computer classes, covering Ghost Hunting Tech, Hello Fall Cricut framed signs, Embroidered Bags, and Resumes with Word. We also conducted 26 one-on-one tech appointments covering various topics. The department continues to curate the library's social media platforms. I also helped with our Haunted Library program. The program was held at the Moriches branch and it was well-attended and successful. A total of 115 patrons attended.



Digital Equipment Circulation FY 23-24	October Checkouts	October Renewals
HOTSPOT icode1 168	17	18
IPADS icode1182	0	0
Video2Digital and GOPRO icode1 703	0	0

# Digital Services October Stats

Column1	October
<b>Facebook</b>	
page views	3,217
post reach	18,093
Engagement	
<b>Instagram</b>	
reach	1322
Impressions	214
Followers	1331
<b>YouTube</b>	
views	805
subscriber	640
<b>Chat/Text Ref</b>	
text/email	60
<b>overdrive</b>	
ebooks	3810
audio books	2343
<b>flipster</b>	
online views	221
<b>Freegal</b>	
downloads	232
streamed	1205
both:	1437
<b>Hoopla</b>	
new patrons	9
check outs	600
<b>Kanopy</b>	
downloads	262
<b>HOOPLA + KANOPY:</b>	862

REPORT OF PERSONNEL CHANGES						<b>DATE PREPARED:</b>	
SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE						<b>11/27/23</b>	
<b>JURISDICTION: MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY</b>							<b>PAGE 1 OF 1</b>
NATURE OF CHANGE	NAME AND ADDRESS POSITION CONTROL #	SOCIAL SECURITY NUMBER	TITLE	SALARY	IF PT, INCL # OF HRS/WK & PROJECTED ANNUAL SALARY	EFFECTIVE DATE	DUTIES STATEMENT # OR NAME OF PREVIOUS INCUMBENT
A	Franzino, Aprillynn		Library Clerk	\$31,893.32		11/08/23	
TRS	Graham, Jessica		Page	\$15.00/HR	Up to 17.5 Hours	11/08/23	
APT	Hicks, Diane		Page	\$15.00/HR	Up to 17.5 Hours	10/31/23	
DID YOU: 1. Submit a Duties Statement for all new positions or when refilling those for which DS is over five years old? <input type="checkbox"/>					The above changes are hereby certified as being in accordance with Civil Service requirements.		
2. Request and canvas an eligible list for all competitive positions? <input type="checkbox"/>							
3. Submit Application for Employment (CS-205) on all provisional, temp & non-competitive appointments? Fill in jurisdiction and appointment date at bottom of application							
4. Submit a personnel change on the previous incumbent shown above?							
<input type="checkbox"/>	<b>APPROVED</b>	<input type="checkbox"/>	<b>DISAPPROVED</b>	Signature of Appointing Authority			
<input type="checkbox"/>	<b>APPROVED AS NOTED</b>	<input type="checkbox"/>					